



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## REQUEST FOR ACADEMIC RESULTS

This form and procedure give effect to the provisions of the:

- Constitution of the Republic of South Africa, 1996,
- Protection of Personal Information (POPIA) Act, 2013,
- Promotion of Access to Information (PAIA) Act, 2000.

### How to request services above

1. Complete, sign and submit a consent form
2. Email a copy of your certified Identity Document and a proof of payment to [studentrecords@goldfieldstvet.edu.za](mailto:studentrecords@goldfieldstvet.edu.za)
3. If you require collection by a third party (another person), please complete the relevant section and still submit the same documents. That person must bring a certified copy of their Identity Document.

We value and treat each request with the same importance on a first come first serve basis, however at times requests can take longer than the average turnaround time to complete because of factors beyond the College's control

**Campus:** .....

**Date:** .....

**I (name and surname)** ..... **ID no:** .....

**Herein request the results of (student name and Surname)** .....

**ID No:** .....

**Name of person requesting:** ..... **Contact No:** .....

**Relationship: Student/Parent/Guardian/Sponsor/Other (Please specify.....)**

**Signature:** .....

**Date:** .....

**Reason for the request if not the student:**

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**Name of College Official:** .....

**Signature of College Official:** .....

**Date:** .....

**Documents required:**

1. Certified ID Copy of Student
2. Certified ID Copy of Parent/Guardian/Third party
3. Proof of payment for results/Academic history.

**Please Note:**

- The first copy of the result is free (at no cost) and thereafter charged at R30 per request
- Results will not reflect on the statement if the fees are outstanding.
- No results will be released if the tuition fee is outstanding.

**Bank Account for results request only:**

<b>MELODING SATELLITE CAMPUS</b>
<b>TOSA CAMPUS</b>
<b>WELKOM CAMPUS</b>
ABSA BANK
ACC NO: 1340961095
BANK CODE: 632005
Ref: Your ID number

**Disclaimer:**

The College has put in place this process to ensure that personal information is accessed by people authorised to do so and therefore will not be held accountable should a person not designated get access to this information through fraudulent means.

All fraudulent activities can be reported to the following contacts:

[popia@goldfieldstvet.edu.za](mailto:popia@goldfieldstvet.edu.za)

Whistle Blowers: 0800 203 610