

Statement of Completion

This form should be completed once you have accrued 1000 NEA points and have completed all the tasks involved. Before submitting this form you should ensure that all your activities are entered into your unE-portfolio and all reflective journals are completed. Any outstanding reflective journals and Activity Provider Statement forms can be attached to this form.

PART A FINALISATION DECLARATION

I _____ student number _____ state that I have completed enough activities to accrue 1000 NEA points and that these activities are entered into my unE-portfolio. I have completed all reflective journals and submitted all of the required 'Activity Provider Statement' forms.

I expect to complete my studies in _____ (month) _____ (year) and my graduation* will be in (circle): **Autumn (Semester 1) / Spring (Semester 2)** of _____ (year).

I have opted for the (circle): **New England Certificate / New England Award.**

Signed: _____ Date: _____

PART B CONTACT DETAILS AFTER COMPLETING STUDIES

We are aware that you will probably be leaving the university campus and that your contact details may therefore change. Please supply us with your contact details including an address where any mail can be forwarded to you.

Address: _____

Town: _____ State: _____ Postcode: _____

Email: _____

Phone Numbers: Residence: _____ Mobile: _____ Work: _____

***IMPORTANT** Please note that it is your responsibility to advise the NEA Office if your completion date or graduation date changes. Failure to provide updated information may mean that you do not receive your Award at the graduation ceremony.

Please complete this form before the end of scheduled lectures in your final term of study and return to:

New England Award
Academic Skills Office, Teaching & Learning Centre
University of New England NSW 2351

Fax: 02 6773 3510