Certificate Re-Issue Form



Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, an administration fee will be charged.

| Contact Det | ails | | |
|--------------------------|-----------------------------------|----------------------|-----------------|
| First Name | | | |
| Last Name | | | |
| Address | | | |
| Suburb | | | Postcode |
| Gender | (Please circle) Female / Male | | Date of Birth// |
| Phone Home | | Work | Mobile |
| Email | | | Fax |
| - | | | |
| Qualificatio | n/Statement of Attainment To | Be Reissued | |
| Qualification Code | 1 | | |
| Qualification Title | 1 | | |
| Approximat Course Com | | | |
| | | | |
| Photo Ident | ification (Certified copies of or | ne of the following) | |
| Driver's Licence No | | | Expiry Date |
| Photo Id No | | | Expiry Date |
| Passport No | | | Expiry Date |

| Certificate Reissue Fees | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--|-----------|--|--|--|
| Statement of Attainment | \$50 | | Date Paid | | | |
| Full Qualification | | | | | | |
| (includes Academic Transcript) | \$50 | | Date Paid | | | |
| | | | | | | |
| Payment | | | | | | |
| ☐ Cash/Cheque | | | | | | |
| ☐ Credit Card | | | | | | |
| Select Credit Card Type□ Visa □ Mastercard □ Bankcard | | | | | | |
| Credit Card Number | | | | | | |
| | | | | | | |
| Name On Card | | | | | | |
| Signature | Date:// | | | | | |
| | | | | | | |
| certify that I completed the qualification outlined above with this organisation and that the details I have provided on this application form for a Certificate Reissue are true and correct. | | | | | | |
| Signature | Date:// | | | | | |