

# 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 Details

First  
Name

---

Last  
Name

---

Address

---

Suburb

Postcode

---

Gender

(Please circle) **Female / Male**

Date of Birth \_\_\_ / \_\_\_ / \_\_\_

Phone  
Home

Work

Mobile

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Email

Fax

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## Qualification/Statement of Attainment To Be Reissued

Qualification  
Code

Qualification  
Title

Approximate Date  
Course Completed

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## Photo Identification (Certified copies of one of the following)

Drivers

Licence No

Expiry Date

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Photo Id  
No

Expiry Date

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Passport  
No

Expiry Date

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## Certificate Reissue Fees

Statement of Attainment	\$80.00	Date Paid _____
Full Qualification	\$150.00	Date Paid _____

## Payment

Cash/Cheque

Credit Card

Select Credit Card Type  Visa  Mastercard  Bankcard

Credit Card Number

Exp   /

Name On Card

Signature Date: \_\_/\_\_/\_\_\_\_

*I 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: \_\_/\_\_/\_\_\_\_