

Credential Request Form

ET Form No: F011

Version No: 11.0

Approved date: 20th August 2019
Authorised bv: OA & Service Excellence Manager

•					Authorised by.	QA & Service Excellence Ivialiagei	
CREDENTIAL REQUEST							
INSTRUCTIONS: Please fill out this form using BLOCK letters and attach any necessary evidence, including a copy of your ID.							
Privacy Statement MTC Austalia collects, holds, uses and discloses personal information (including sensitive information) in accordance with the Privacy Act 1988, the Australian Privacy Principles and requirements laid down in MTC's contracts as a service provider to the Commonwealth Government. You have the right to: access and update or correct the personal information that MTC Australia holds about you, and enquire or complain about the way personal information is being handled. For more details, refer to the MTC Privacy Policy.							
Student's Name:							
Address:							
Phone Number:				Email:			
Course Name (e.g Certificate II in Business):							
Please select the credential you would like another copy of:							
Tick	R	equest for	Fee	Description			
	Letter of Enrolment		No fee	Confirmation of enrolment details only			
	Certificate of Participation		\$20	Confirmation of enrolment and attendance only. The enrolment or completion of any units or modules is not included			
	Qualification (Certificate or Statement of Attainment)		ent) \$30	Confirmation of course completion and qualification achieved			
Reason for Request		☐ Did not receive (please contact MTC Australia) ☐ Lost / Damaged / Destroyed ☐ Incorrect details on the original (no fee charged, please attach the original credential)					
Distribution		Collect in person (MTC will contact you by phone when the credential is ready) MTC to mail credential (please provide your postal address below)					
		No. & Street					
		Suburb					
		State	Postco		Postcode		
Payment Method EFTPOS				BPAY (invoice posted)			
•	will need to provi For Bpay transact No fee is charged qualification, mod	de proof of identity. ions please follow the ir /completed this form fo	nstructions avai or an error mad rror ,credential	lable at the bottom of the e by MTC, for example if posted (incorrect address	e Tax Invoice. the credential includ		

PLEASE SUBMIT THIS FORM TO MTC AUSTRALIA WITH A COPY OF YOUR ID ATTACHED

OFFICE USE ONLY					
Students identity confirmed against ID	Staff Member Name:				
Date form received: / /	Signature:				
Please submit this form to the finance department for a tax invoice to be issued.					

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