

**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 Australia 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	Request for	Fee	Description
<input type="checkbox"/>	<b>Letter of Enrolment</b>	No fee	Confirmation of enrolment details only
<input type="checkbox"/>	<b>Certificate of Participation</b>	\$20	Confirmation of enrolment and attendance only. The enrolment or completion of any units or modules is not included
<input type="checkbox"/>	<b>Qualification</b> (Certificate or Statement of Attainment)	\$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

Postcode

**Payment Method**

☐ EFTPOS

☐ BPAY (invoice posted)

- An **EFTPOS** terminal is available at Fairfield MTC Australia site. Please approach the reception desk to process your payment, you will need to provide proof of identity.
- For **Bpay** transactions please follow the instructions available at the bottom of the Tax Invoice.
- **No fee is charged/completed this form** for an error made by MTC, for example if the credential includes an incorrect name, qualification, modules/units or spelling error, credential posted (incorrect address) or did not receive in the first instance.
- MTC Australia will not include nicknames on credentials issued.

**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.**