

Application for Re-Issue of Certificate Form

Information and Instructions

Fee - where a re-issue of an accredited Qualification Certificate or Statement of Attainment is requested by a participant, a minimum charge of **\$55.00** will apply per Certificate. Please note Certificate(s) will not be issued until full payment of the re-issuing charge has been received. There is no charge for replacement of incorrect spelling on certificates (with proof of old certificate).

This Form - please complete one request form for each certificate you are requesting a replacement for. Please note, you must have completed the course with the College for your certificate to be replaced. Please complete the following:

First Name(s)	
Last Name	
Current address	
Best contact number	
Email address	
Replacement Reason (e.g. lost / destroyed)	
Name of course or unit(s) completed	
Date of completion (approx.)	

Proof of identity: please provide photo identification (a copy if posting) with this application or otherwise present identification for sighting at reception when collecting your certificate. You must also include a certified copy of evidence of name change if applicable.

I confirm the above details are true and correct. Please tick one of the following:

- Please post my re-issued Certificate to me (copy of photo ID attached), or
 I will collect my re-issued certificate at the Tuggerah Office.

Name: _____ Signature: _____

Your Payment Details: Amount \$ _____

- I will pay by Credit Card as per below, **OR** I Will Pay At Office on Collection (Cash / Cheque or Card)

Card Number: CVC:

Exp: / Card Holder: _____ Signature: _____

- Visa **OR** MasterCard (Visa or MasterCard Only Accepted)

OFFICE USE: STUDENT RECORDS USE ONLY

Certificate Required: ___ Qualification or ___ Statement of Attainment
Payment for Re-Issue Made? ___ YES ___ NO Tax Invoice Required? ___ YES ___ NO
Have All Fees Been Paid? ___ YES (<i>forward Certificate to student</i>) ___ NO (<i>place Certificate on file</i>)
Date of Certificate Re-Issue: ____/____/20____
Forwarding Option Used: ___ Mailed to Student ___ Collected by Student
Completed By: Date: ____/____/20____ This record kept student's file.