

# Application for Certificate of Participation Form

(Non-Accredited Training Only)

## Information and Instructions

**Fee:** \$15-00 per Certificate of Participation.

**Certificates of Participation information:** students must have attended at least 80% of the course to be eligible and requests must be made within 12 months of course completion.

**This form:** please check the enrolment information for your course or workshop as sometimes Certificates of Participation are indicated as already included in the enrolment. If not, please complete the following:

First Name(s)	
Last Name	
Current address	
Best contact number	
Email address	
Name of course completed	
Date of completion (approx.)	

I confirm the above details are true and correct.

Please tick one of the following:

- Please post my Certificate to me, or  
 I will collect my 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

<b>Certificate of Participation Details</b>	
Payment for Certificate Made? <input type="checkbox"/> YES <input type="checkbox"/> NO	Tax Invoice Required? <input type="checkbox"/> YES <input type="checkbox"/> NO
Have All Fees Been Paid? <input type="checkbox"/> YES ( <i>forward Certificate to student</i> ) <input type="checkbox"/> NO ( <i>place Certificate on file</i> )	
Date of Certificate Issue: ____/____/20____	
Forwarding Option Used: <input type="checkbox"/> Mailed to Student <input type="checkbox"/> Collected by Student	
Completed By: Date: ____/____/20____ This record kept in student's on-Course file.	