

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 twelve (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

Certificate of Participation Details

Payment for Certificate Made? ☐ YES ☐ NO Tax Invoice Required? ☐ YES ☐ NO

Have All Fees Been Paid? ☐ YES (*forward Certificate to student*) ☐ NO (*place Certificate on file*)

Date of Certificate Issue: ____/____/20____

Forwarding Option Used: ☐ Mailed to Student ☐ Collected by Student

Completed By: Date: ____/____/20____ This record kept in student's on-Course file.