

**THIS APPLICATION IS USED TO APPLY FOR THE FOLLOWING AWARDS: (please tick)**

- ☐ **11 Degrees/12 Associate Degrees/13 Graduate Certificates** (Higher Education Level)
- ☐ **21 Diplomas, Advanced Diplomas, Graduate Certificate** (TAFE Level)
- ☐ **31 Certificates 1 to 4** (excludes Apprentices/Trainees – use orange/grey award application form)
- ☐ **41 Nationally Accredited Short Course**

- ☐ **24** Diplomas, Advanced Diplomas
- ☐ **34** Certificates 1 to 4
- ☐ **44** Nationally Accredited Short Course

1. Officially complete this application by signing and dating this form, **within 4 weeks** after the final successful assessment for your course.
2. Please lodge this application with the Awards Approval Officer in your relevant Teaching Centre.
3. Your certificate will either be mailed directly to you once printed, or held at the Institute and issued at a graduation ceremony as determined by your Teaching Centre. All queries regarding award ceremonies should be directed to your relevant Teaching Centre.
4. This application will be processed within 4 weeks of receipt at Student Administration.

STUDENT ID:									
FULL NAME:									
DATE OF BIRTH:					1	9			

	DAY	MONTH	YEAR
Email:			

<b>ADDRESS:</b> (for all correspondence)	<input type="checkbox"/> <b>LOCAL</b> (Please tick)	OR	<input type="checkbox"/> <b>INTERNATIONAL</b> (Please tick)
	P/C:		
	Ph:		

COURSE NAME:			
COURSE ID:		YEAR OF FIRST ENROLMENT IN THIS COURSE:	

Your personal information will be collected for the purposes set out in the Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed on the Institute's web site at [www.boxhill.edu.au](http://www.boxhill.edu.au)

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>AWARDS APPROVAL OFFICER – SCHOOL</b> (Signature must be registered with Student Administration)	
<b>1. DATE OF COURSE COMPLETION TO BE SHOWN ON CERTIFICATE:</b> (Please provide a date not just a year)	<div style="border: 1px solid black; height: 40px; margin: 0 auto; width: 100%;"> <div style="position: relative; height: 100%;"> <span style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); font-size: 2em;">/</span> <span style="position: absolute; top: 50%; left: 80%; transform: translate(-50%, -50%); font-size: 2em;">/</span> </div> </div>
2. I have checked student's eligibility for award and attached relevant evidence.....	<input type="checkbox"/> YES
3. Student eligible for Certificate / Qualification.....	<input type="checkbox"/> <b>ELIGIBLE</b> <input type="checkbox"/> <b>NOT ELIGIBLE</b>
4. Certificate is to be:	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Held for Award Ceremony to be held on _____ </div> <div> <input type="checkbox"/> Mailed immediately to student </div> <div> <input type="checkbox"/> Other: _____ </div> </div>
5. Additional logo to be printed on Certificate? <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>YES – Please Specify</b> _____	
<b>6. SIGNATURE:</b>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>7. SCHOOL STAMP:</b>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>DATE:</b>	
<div style="border: 1px solid black; height: 40px; margin: 0 auto; width: 100%;"> <div style="position: relative; height: 100%;"> <span style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); font-size: 2em;">/</span> <span style="position: absolute; top: 50%; left: 80%; transform: translate(-50%, -50%); font-size: 2em;">/</span> </div> </div>	

OFFICE USE ONLY: (Awards Officer, Student Administration)		
CERTIFICATE NUMBER:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	DATE PROCESSED : <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
*Please Note: Student's address must be updated in Student 1if above address is different to existing record.		

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