

Certificate re-issue form

Students are responsible for the safe storage of their Certificates and Statements of Attainment.

If a student requires a reissue of their Certificate or Statement of Attainment, an administration fee will be charged.

Full Name:		Date of Birth:	
Student ID:		Gender:	
Email Address:		Contact Number:	
Street Address:		Student ID:	

QUALIFICATION/STATEMENT OF ATTAINMENT (SOA) TO BE REISSUED

Qualification Title:			
Qualification Code:		Approximate Date Course Completed:	

PHOTO IDENTIFICATION (Certified copies of one of the following)

Drivers Licence No:		Expiry Date:	
Passport No:		Expiry Date:	
Other Photo ID:		Expiry Date:	

CERTIFICATE REISSUE FEES

Statement of Attainment (SOA):	\$50.00	Date Paid:	
Full Qualification	\$50.00	Date Paid:	
Non Accredited AIN Certificate Of Completion:	\$25.00	Date Paid:	

PAYMENT METHOD

Cheque:		Credit Card:		Credit Card Type:	Visa		MasterCard	
Name on Card:		Expiry Date:	Month	Year	CCV No:			
Credit Card No:								

I certify that I completed the qualification outlined above with this organisation and that the details I have provided on this application form for a Certificate Reissue are true and correct.

All submitted forms must be signed:	Signature:		Date:	
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