APPLICATION FOR RE-ISSUE OF CERTIFICATE

NB: Where a Qualification Certificate or Statement of Attainment is requested by a participant to be re-issued, a minimum charge of $20.00 will apply. Where more than one Certificate is to be re-issued, participants should contact our Finance Department with regard to the applicable fees.
Participants are advised that Certificate(s) will not be issued until full payment of the re-issuing charge for same has been received.

STUDENT RECORDS USE ONLY

Certificate Required: ☐ Qualification ☐ Statement of Attainment

Tax Invoice Required? ☐ YES ☐ NO

Payment for Re-Issue Made? ☐ YES ☐ NO

Name of Student: _____

Mailing Address: _____

_____

Course Title: _____

Course Code: _____

State Issued Student No.: ☐☐☐☐☐☐☐☐☐☐ Year Qual/SOA Originally Issued: ☐☐☐☐

Completed By: _____ Date: _____/_____/20_____

FINANCE DEPT USE ONLY

Original Fees Paid? ☐ YES ☐ NO Amount Currently Outstanding: $ _____
*(*including materials)*

New Invoice Raised? ☐ YES ☐ NO Date: _____/_____/20_____

Return form *(*and Tax Invoice if relevant)* to Student Records Dept for mailing.

Completed By: _____ Date: _____/_____/20_____

STUDENT RECORDS USE ONLY

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

Date of Certificate Re-Issue: _____/_____/20_____

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

Completed By: _____ Date: _____/_____/20_____