

Replacement Certificate Statement of Attainment Request Form



STUDENT DETAILS

Last Name

First Name

Student ID

Date of Birth

Year of Enrollment

Course name completed

Contact ph number

Email

Current Address

- I certify that the original of my Testamur/Statement of Attainment has been lost / destroyed / never received.
(Please cross out whichever is not applicable)
- I request a Replacement Certificate/Statement of Attainment in a different name to that on the original Certificate/Statement of Attainment. (Attached is proof of my name change)

In order for you to receive a replacement Certificate or SOA you **must bring 100 point of ID as per list on the back of this form**. If you are submitting this in person then please provide 100 points of ID as per list on the back of this form. If you are **not** submitting this in person you must provide the following 100 points of ID as detailed on the back of this form and this must be certified by one of the persons listed on the back of this form.

Do you wish to collect your Replacement Certificate?

- Yes, please call me on the above telephone number when it is available for collection.
- No, please post to: Current address (as above)
- Alternative address:

Students Signature:

Date:

Please note:

You must show a verifying Administrator original identity documents that add up to at least 100 points.
Alternative documentation that will be accepted for Aboriginal applicants and applicants under 18 is listed below:

Category	Type of document	Value	Points
Category A 70 points	Birth certificate or extract	70	_____
	Australian citizenship certificate		
	Passport		
	Australian driver's licence or permit		
	Proof of age card		
Category B 30 points.	Department of Veterans' Affairs (DVA) card	30	_____
	Centrelink pensioner / health care card		
	Government employee identification card		
	Secondary or Tertiary student identification card		
	Seniors / Medicare / private health card		
Category C 15 points	Council rates / property insurance papers	15	_____
	Professional or trade association card		
	International driver's licence		
	Bank or credit card		
	Utilities bill (telephone, gas, electricity or water)		
	Tax notice / superannuation statements		
	Motor vehicle registration / insurance papers		
	Rental property lease agreement		
		TOTAL	

For **Aboriginal applicants** who reside in remote or isolated locations, apart from the standard identity items above, there is an added option of two letters of verification provided by Community Leaders (recognised as leaders of the community to which the applicant belongs). Each verification scores 50 points.

For **applicants under 18**: One Category A document must be provided. However, a statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead) may also be provided. Such a statement scores 50 points.

*** Certificates, Statements or documents must be originals or certified true copies to verify your claim and need to be attached to this form. Certified copies must bear an original signature and certification that the document is a true copy of the original.**

Please **return this form** to info@animalacademy.com.au including your name and the reason for your email.

Office use only:

Assigned to					
Sighted transcript originals and taken copies	YES	NO	Taken copies	YES	NO
Processed By				Date	

Please place a copy of this form along with transcript copies in the student's folder