



AUSTRALIAN

SCHOOL OF FINISHING TRADES

OFFICE USE ONLY
Approved Manager: _____
Signature: _____
Replacement Issued: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date: ____ / ____ / ____
Are updates required? (Detail below)
Comments: _____

STUDENT REQUEST FOR REPLACEMENT CERTIFICATION FORM

Complete this Form to request a re-placement Qualification Testamur, Statement of Attainment or Record of Results

Re-issuing Qualifications Policy

If the testamur or statement of attainment is misplaced or damaged, the student or prior student may contact Aust School of Finishing Trades to order a replacement.

Aust School of Finishing Trades will not re-issue a testamur or statement of attainment or academic transcript; however, we will issue a 'Certified Copy' of the original certification documentation with a statement on the documentation stating: **'this is a replacement of original document.'**

Students or prior students making requests for replacement certification must provide proof of identity including the student identification number in addition to a current Australian driver's licence or a current passport. The Training Manager will then complete a verification check to ensure the person requesting documentation is the person previously enrolled in stated course. The cost for a certified copy of the original award documentation is \$60.00, which is to be paid at time of application for replacement documentation. It may take up to two weeks for the copy award document to be completed. Return this completed Form to:

Training Manager: Mark Duffy

Email: training@finishingtrades.com.au

STUDENT DETAILS		Please Note: To receive access to student records, the student must complete this form and submit completed form (original) to the Training Manager.	
Family Name:		Given Name/s:	
Nationality:		Date of Birth: (dd/mm/yy) / /	
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>	Email Address:	
Address:	Suburb: _____ Post Code _____		
Home Telephone:		Mobile Number:	
Student ID:	What identification are you providing? _____		
REQUEST REPLACEMENT			
I, the above named student, request a replacement: (tick)	Student Signature:		
Qualification Testamur <input type="checkbox"/>	Date: / /		
Statement of Attainment <input type="checkbox"/>			
Record of Results <input type="checkbox"/>			