



Reprint Request Form

Date Approved/Endorsed: 15/08/2025

Next Review: 15/08/2028

APPLICANT DETAILS:

First Name:		Date of Birth:	
Surname:		Student ID:	
Postal Address:			
Email Address:			
Contact Number:			

REPRINT REQUEST DETAILS

	Replacement Details	Cost
☐	Replacement Competency Card Process to Job Number – 10281 Line Item – 12020	\$30.00 (incl GST)
☐	Replacement Record of Achievement Course Number/Name	\$20.00
☐	Replacement Statement of Attainment Course Number/Name	\$20.00
☐	Replacement Award (Certificate, Diploma, Advanced Diploma) and Record of Achievement Course Number/Name	\$50.00

DECLARATION – LOST AWARD

(to be completed when applying for a replacement Certificate, Diploma or Advanced Diploma)

I hereby declare that the award has been lost and now make an application for the issue of a replacement document.

Student Signature		Date	
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OFFICE USE ONLY

Identity of student confirmed ☐		Payment processed on Ci ☐	
Processed by			
Signature		Date	