

Replacement Statement of Attainment (TAFE) Request form

Use **BLOCK LETTERS** and tick 🗹 boxes

Form Submission										
Email: In Person:	0			Post:	Graduation Office, Federation University Australia PO Box 663, Ballarat Vic 3353			rsity Australia		
4.5	15 : "									
1. Persona	il Details									
Fed Student ID Number:			Camp	us/Location:			Date of birth:	/ /		
Surname/Family name:					Given name	:				
Email:					Phone num	ber:				
2. Statement of Attainment details:										
Your full name (to appear on your certificate):										
Course nam	e:									
3. Reason for replacing your Statement of Attainment:										
3. Reason	for replacin	g your Statement	of Attai	nment:						
	for replacin son	<u> </u>		nment: n to be subi	mitted wit	n this red	quest			
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Replacement Statement of Attainment (TAFE)

Request form

4. Credit Card Au	thorisation: for payment of	f replacement Sta	tement of Attai	nment					
This authorises Federa	tion University Australia to proce	ess the following tran	saction. The followi	ng cards accepted, please select one:					
Master	card Visa	Total amount to be		\$10.00					
Card Number:				Card Expiry Date:					
Cardholder Name:		Car	dholder Signature:						
OFFICE USE ONLY	OFFICE USE ONLY Student ID:								
5. Student Decla	ration								
I declare that the information I have provided to Federation University Australia is true and correct.									
I have included supporting documentation and/or returned my original Statement of Attainment, as detailed in Section 3.									
Student signature:				Date:					
Office Use O	nly			Fed					
				red					
Payment Receipt Number:			Date Paid:						
Signature:									
Processing checklist									
1. Replac	ement requirements met								
2. Print A	cademic Transcript								
3. Payme	Payment received, if appropriate (payment not required if due to a University error on the original certificate)								
4. Locate	4. Locate original application approval form								
5. Include	5. Include student details on next list to be submitted to Chair, Academic Board for approval								
6. Print c	6. Print certificate (with appropriate notations)								
	7. Update My eQuals as appropriate / Post certificate to Student								
•	ided to My eQuals	Certificate posted		Date:					