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**Australian
College**
of Commerce & Management

Request for re-issue of a certificate

Please complete and check the applicable sections before returning to the College.

Students Full Name	<input type="text"/>	Date of Birth	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text" value=""/>
Previous Names	<input type="text"/>	Student No (if known)	<input type="text"/>
Employer	<input type="text"/>		
Address at enrolment	<input type="text"/>		
Current mail address for reissue	<input type="text"/>	Contact Phone Number	<input type="text"/>

Course Details (Where possible, please attach copies of previous Course Documents to speed up the re-issue process)

Course Enrolled in	<input type="text"/>		
Course Code (if known)	<input type="text"/>	Estimated Course Completion Date:	<input type="text"/>
<input type="checkbox"/> Course Full Completed	<input type="checkbox"/> Partial Course Only Completed		
<input type="checkbox"/> Government Funded Course	<input type="checkbox"/> Employer Funded Course		
Other Details	<input type="text"/>		

Fees Applicable for Qualification Re-issue:

- \$60 for each Qualification and Statement of Attainment
- add \$40 to have your certificate in black vinyl presentation folder
- \$20 email only copy emailed to (insert email address):

Payment Authorization Required Prior To Re-issue:

- VISA
- Mastercard
- See my cheque / Money Order attached to this form*

Credit Card
Details

Name on Card:	
Card Number:	
Amount: \$	Today's Date:
Card Expiry:	CCV:

Participant Declaration:

I declare that the details above are correct, and understand that the College will need to verify my identity if my current details vary from those last recorded by the College.

Signature

Date