

APPLICATION FOR REPLACEMENT CERTIFICATE, RECORD OF RESULT OR STATEMENT OF ATTAINMENT

Students are to complete this form to apply for a replacement Certificate, Record of Results or Statement of Attainment.

Application for a replacement document is submitted if your original document has been lost, stolen, damaged or you have changed your name.

Your application for a replacement document must include a Statutory Declaration affirming the loss or destruction of the original document. The Statutory Declaration must be signed by an appropriate authority.

Information regarding Statutory Declarations can be obtained from www.ag.gov.au/statdec

If you are applying outside of Australia, instead of the Statutory Declaration, you should prepare a statement that is witnessed and stamped/sealed by a notary public or police officer, magistrate, solicitor or Australian Consulate official.

Change of name

If you have changed your name and want this to be reflected on your Certificate, Record of Result or Statement of Attainment you are required to return your previous document with proof of your change of name and the application form. Accepted forms of proof of change of name include certified copies of:

- Birth certificate;
- Marriage certificate;
- Divorce decree;
- Passport;
- Change of name decree

Please also complete the **Change of Details** form, which is available from Student Administration.

Format

The replacement documents will be printed in the present style used by Crown College. Signatories to the replacement document may be different from those on the original.

The replacement Certificate or Statement of Attainment will have the words "This is a replacement issued on <date>" in the body of text.

Fee

Payment is required at the time of application for any replacement documents. Please refer to the current Fees Schedule available from Student Administration or the website www.crowncollege.edu.au

Personal Details			
Surname		First Name	
Date of Birth		Student ID	
Email		Phone	
Certificate, Record of Results or Statement of Attainment for which replacement is requested			
Name as it appears on original document (if different from above)			
Reasons for applying for a replacement document	<input type="checkbox"/> Original Certificate, Record of Results, Statement of Attainment lost or stolen (Statutory Declaration must be attached) <input type="checkbox"/> Original Certificate, Record of Results, Statement of Attainment damaged (Original document must be attached) <input type="checkbox"/> Change of name – certified copies of proof of name change and original document attached)		
How would you like to collect your new document?	<input type="checkbox"/> Pick up from Crown College <input type="checkbox"/> Post to Address below		
Address			

Student Declaration
<input type="checkbox"/> I declare that to the best of my knowledge, the information I have supplied on this form is true and correct <input type="checkbox"/> I have read and understood the Fees & Charges Policy
Student Signature:
Date:

Crown College Use Only			
<input type="checkbox"/> Payment Received	<input type="checkbox"/> Date issued	<input type="checkbox"/> Student file updated	
Processed by		Date	

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