



REQUEST FOR REPRINT OF CERTIFICATE/STATEMENT OF ATTAINMENT

RTO 21832 CRICOS 03356C

EMAIL: COMPLIANCE@AGB.EDU.AU PHONE: 1300 123 242 CORRESPONDENCE: PO BOX 1284, GEELONG, VIC, 3220

GENERAL INFORMATION:

The purpose of this form is for individuals who are seeking to reorder a certificate. AGB Training will issue a Certificate that outlines either the completion of a full qualification or a Statement of attainment, the first time for free when a student has either completed their course or partially completed their course, provided the individual students has met the compliance requirements and no outstanding fees remaining.

There are instances where certificates or statement of attainments may be lost or damaged and a current or previous student is required to obtain a new copy.

A Transaction Fee of \$50.00 (AUD) apply to obtain a new copy, per Certificate and/or statement of attainment. If you require additional copies, the fee for each item thereafter is \$10.00 (AUD). The fee is non-refundable as student file are required to be re audited for compliance purposes. Electronic copies of certificates will not be issued.

Please write in BLOCK LETTERS using a black or blue pen.

PERSONAL DETAILS:

I am a; PREVIOUS STUDENT [] CURRENT ENROLLED STUDENT []

Student ID (If Known): _____

Student Type: Domestic [] International [] Gender: Male [] Female [] Indeterminate/Intersex/Unspecified []

Title: Mr. [] Miss [] Mrs. [] Ms. [] Other [] Please Specify

Family Name (As stated on passport)..... Date of Birth: ___/___/___

Given Name (As stated on passport)..... Country of Citizenship.....

Usual Residential Address:

Suburb: Postcode:

Phone: (Home) (Work): (Mobile):

Email Address: (compulsory)

COURSE DETAILS:

Please indicate which course you require a reprint for? If you are unsure, please contact our student support by email studentsupport@agb.edu.au

COURSE CODE: _____ COURSE TITLE: _____ No of Copies _____

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POSTAGE:

Please indicate the type of postage you require. (Please Note: All Fees are in Australian Currency)

Postage Fee	Standard Local/ International Air Mail	Express Post (Australia)	Express Post (International – not trackable)	Overseas Courier (Trackable)
Tick Options	Free []	\$16 []	\$22 []	\$70 []

PAYMENT INSTRUCTIONS

Once the form has been received an Invoice with the total amount will issued for payment. Payment can be made either on site in person, over the phone, via electronic funds transfer or by cheque. Once the funds have cleared, the documentation requested will be sent.

DELIVERY INSTRUCTIONS

If you wish for the documentation to be sent to an alternative address, please complete the details below otherwise, tick as above []

Person/Company:.....

Street number and name:.....

Suburb:..... State:..... Postcode:..... Country:.....

Special Instructions:.....

NAME CHANGE:

If you have changed your name since you were a student with AGB Training, you will need to provide documentary evidence of your name before we can issue you with a certificate or statement of attainment, in your new name.

I understand that AGB Training collects, stores, and uses personal information in accordance with the college Privacy Policy, available at <https://www.agb.edu.au/about/policy-and-procedures>. I declare that the information provided is true and correct.

Signature of Applicant: _____ Date: ___/___/_____

SUBMIT THIS FORM:

Submit this form in person	Post this form to	Email this form to	Contact Accounts
31 Barwon Terrace South Geelong Victoria, 3220	PO BOX 1284 Geelong Victoria, 3220	compliance@agb.edu.au	Within Australia: 1300 123 242 Outside of Australia: +61 3 5221 2611

OFFICE USE ONLY:

Processed By:		Date:	
Department:			
Transaction Fee:	Cost of reprints \$	Postage and handling \$	Total Fee \$