

# APPLICATION FOR REPLACEMENT CERTIFICATE

Certificate 1 to Certificate IV Qualifications & Short Courses

## COMPLETE THIS FORM TO HAVE YOUR CERTIFICATE REPLACED

### Certificates of Qualification

Certificates will only be awarded if you have successfully completed all your course requirements. This includes granting of Skills Recognition and/or Credit Transfers. If your application is unsuccessful you will be notified in writing by your program coordinator.

### Replacement Fees

The following administration fees apply for all replacement certificates.

- \$10 for all PDF replacements. PDF Certificates will be sent to the email address on your student file.
- \$20 for all PDF and Printed replacements. Certificates will be sent to the email address and postal address on your student file

PLEASE NOTE: If your personal details have changed since you enrolled with us, please complete a Amendment to Personal Details Form **first**. This form can be downloaded from <https://www.its.vic.edu.au/student-administration/>

Invoices will be sent upon receipt of this application form. Certificates will only be awarded once payment has been received in full.

### How to apply for your Certificate

Lodge your completed Application form to:

#### Intelligent Training Solutions

Administration Office, PO BOX 322, Riddells Creek, Victoria 3431 or email your completed form to: [admin@its.vic.edu.au](mailto:admin@its.vic.edu.au)

## SECTION 1: COMPLETE ALL DETAILS.

CLEARLY PRINT YOUR LEGAL NAME AS IT APPEARS ON YOUR ENROLMENT FORM AND IS REQUIRED ON YOUR CERTIFICATE.

Title  Mr.  Mrs.  Miss.  Ms.  Dr.  Other

ITS STUDENT NUMBER

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Legal Given Name		Middle Name	
Legal Family Name		Date of Birth	___/___/___
Telephone (Home)		Mobile Number	
Email Address			

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## SECTION 2: COURSE DETAILS and SIGNATURE

NOTE: A new application must be completed for each qualification

Course Name	
Course Code	
Year Course COMMENCED	
Student Signature	

## ADMINISTRATION OFFICE USE

### APPLICATION STATUS

Application Approved by Program Coordinator

Application NOT approved by Program Coordinator.

**NOTE: DEPARTMENT OR COORDINATOR MUST ADVISE STUDENT IN WRITING**

REASON: \_\_\_\_\_  
\_\_\_\_\_