

Request for Replacement Certificate Form

Complete this form and submit via email to: rtoadmin@atel.com.au or post to: PO Box 603 Wodonga VIC 3689 along with a payment of \$25.00. Refer to the ATEL Student Handbook for details on replacement certificates.

Student details

Student name: _____
 Date of birth: _____ Contact phone number: _____
 Current postal address: _____

Certificate details

I am requesting a replacement:

- Qualification – Qualification name: _____
- Statement of attainment – Unit/s completed: _____

Approximate date of completion: _____

Reason for replacement certificate

- Certificate has been lost/destroyed
- Administration error – provide details of the error below and return the original certificate to postal address above.

Payment for replacement certificate

Please note: ATEL does not keep credit card details on record. Once this payment has been processed, this form will be destroyed for your privacy and protection. Alternatively, you may call ATEL to make a phone payment: 02 6024 0800

Name of card holder: _____ Exp: _____ CCV: _____

Card number: _____

Student statement: *I declare the information I have provided on this form is true and correct. By signing this form I authorise ATEL to process a one off payment for \$25.00 for a replacement certificate.*

Student signature: _____ Date: _____

Office use only:			
<input type="checkbox"/> Student details have been verified in system	<input type="checkbox"/> Payment has been processed		
<input type="checkbox"/> Certificate has been processed	<input type="checkbox"/> Certificate has been posted – destroy form.		
Administration Signature:		Date:	