

## Request for Reissuing Qualifications Form

**Note to applicants:** It is advised to read the "Issuing Qualifications and Statements of Attainment Policy" available in the Student Handbook on the College web site, before filling this form. All fields must be filled using CAPITAL LETTERS.

If the applicant did not receive the Original Certificates for the first time, please fill the "Request for Course Completion Certificate Form".

Alternatively contact the College administration by email [info@rhodescollege.vic.edu.au](mailto:info@rhodescollege.vic.edu.au) for any further details.

### Reason for Request

☐ Lost ☐ Stolen ☐ Spoiled ☐ Other, please specify: \_\_\_\_\_

### Personal Details

Student ID: \_\_\_\_\_ Given Name: \_\_\_\_\_

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Current Address

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Contact Details

Home Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Course Details

Course Enrolled: \_\_\_\_\_ Course End Date: \_\_\_\_\_

### Origin of Request (Tick one option only)

☐ From Australia (go to SECTION A) ☐ From Overseas (go to SECTION B)

### SECTION A - Proof of Identity Documentation (from Australia)

If the student resides in Australia, then they must produce evidence equivalent to the "100 point check" to substantiate their identity. At least one type of photo identification must be presented. If the evidence is sent as copies, then they must be certified as originals as for a Statutory Declaration. Please complete the below table.

Category A - You must have at least ONE Category A document		
Document Type	Points	Tick the Document Type
1. Current passport (Australian/Foreign)	70	
2. Driver licence/Learner's permit/Boat licence	40	
3. Firearms/Private security licence	40	
4. Current tertiary student identification card (with photo)	40	
5. WWC Check card/Key pass/Proof of age card	40	

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Category B		
Document Type	Points	Tick the Document Type
1. Australian citizenship certificate	70	
2. Birth certificate (not extract)]	70	
3. Australian travel documents or current Australian Visa	70	
4. Centrelink card (with reference number)	40	
Category C		
Document Type	Points	Tick the Document Type
1. Medicare card	25	
2. Credit card or account card	25	
3. Bank statement (with residential address)	25	
4. Property rates notice/utilities notice	25	
5. Property lease agreement	25	
6. Taxation assessment notice	25	
<b>Total Points (Category A + Category B + Category C) (must be 100 or more)</b>		

#### SECTION B - Proof of Identity Documentation (from Overseas)

☐ If the student is non-resident in Australia, then they must provide the equivalent to a Statutory Declaration (as prescribed in their local legal environment) and must include a certified copy of their passport (including photograph) for verification purposes.

#### Documents to be posted (Tick one option only)

☐ Self (to the Current Address)      ☐ Send to an Alternative Address      ☐ \* Issue to a 3<sup>rd</sup> party

Alternative Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

\* If the request is via a 3<sup>rd</sup> party then the request must be supported by Statutory Declaration made by the student as to why the 3<sup>rd</sup> party is to receive the copy testamur. The Statutory Declaration should include certified copies of the 100 point check information.

#### Payment Details

☐ AU \$150.00

**Prepayment is required. The following payment options are available:**

☐ Cash      ☐ EFTPOS      ☐ Cheque \*      ☐ Money Order \*      ☐ EFT \*\*

\* Made out to Rhodes College

\*\* Deposit into ANZ Bank

BSB: 013 326; Account No: 4922 11057; Account Name: 'Rhodes College General Account'; ANZ Bank.

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A surcharge of 1.5% for Visa and Master Card credit cards; and 2.5% for American Express credit card will apply.

☐ **Credit Card:** Credit Card Type: ☐ Visa ☐ MasterCard  
Card Number:              
Expiry Date:     Amount: AU \$ \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office use only**

**Student Administration:**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Request Approved: ☐ Yes ☐ No (if No, reasons for not approving the request. Send the correspondence to the applicant).

Payment Processed: ☐ Yes ☐ No Amount: AU \$ \_\_\_\_\_ Date Processed: \_\_\_\_\_

Attach the Receipt of Payment to this Request form and pass on to the Director of Studies for further processing.

**Director of Studies:**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Student details and course details are correct: ☐ Yes ☐ No

Is the certificate register checked for previous issue details? ☐ Yes ☐ No

If Yes, reissue the testamur as per the request ☐ Yes ☐ No

Update the student management system with the reissuance details: ☐ Yes ☐ No

Pass on the reissued testamur and this request form to the Student Administration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Administration:**

Correspondence sent to Student: ☐ Yes ☐ No Date sent: \_\_\_\_\_

Student interview history in the Student management system is updated: ☐ Yes ☐ No

Request form is filed: ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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