

APPLICATION FOR REISSUE OF QUALIFICATION OR STATEMENT OF ATTAINMENT

To apply for the reissuing of a qualification or statement of attainment, you will need to complete this form.

Copies of certificates, statements or qualifications will not be re issued until payment has been received.

Please forward your completed application to:

Email: training@careerstrainingcentre.com

Fax: 07 4041 9499

Post: PO Box 1230, Cairns QLD 4870

First Name: _____

Surname: _____

Address for postage: _____

Phone: _____

Email: _____

Course/Qualification: _____

Year of Issue/Completion: _____

Fees

Careers Training Centre (CTC) will charge \$35 inclusive of GST, for each copy supplied for the replacement of lost or destroyed Certificates or Statement of Attainments as requested. You may be asked to supply proof of identification prior to the issuing of the replacement documents.

I, _____, agree to the payment of \$35.00 for each replacement Certificate or Statement of Attainment.

Student Signature: _____

Date: _____

Office Use Only:

Date Payment Received: _____

Date of reissue: _____

Cert / SOA Number: _____

Staff Development Manager: _____

Date: _____

PAYMENT METHODS

Please select the method of payment you will be using:

☐ **CHEQUE / MONEY ORDER**

Please make cheques & money orders payable to Careers Training Centre. Forward these payments to PO BOX 1230, Cairns Qld 4870.

☐ **BANK TRANSFER**

Account Name: Capta Group Pty Ltd ITF Capta Training Centre

BSB Number: 064-804

Account Number: 13486729

Bank: Commonwealth Bank of Australia

Please use your invoice number as a reference for payment, if you do not have an invoice number, please contact us on 07 4041 9454 or email training@careerstrainingcentre.com

CREDIT CARD

☐ Visa **or** ☐ MasterCard

I authorise Careers Training Centre to debit my credit card in the amount of \$ _____
on ____/____/____
(DATE)

Credit card details

 Expiry Date

Cardholder Name: _____ CCV No.

Cardholder Driver License No. _____

Cardholder Signature: _____