

Coolum State High School – RTO 30272

Application for Replacement Certificate/Statement of Attainment



Title: (please circle) Mr Miss Mrs Ms				Date of Application: ____ / ____ / ____	
Surname:					
Full Legal First Names:					
Date of Birth		____ / ____ / ____		USI:	
Postal Address:			State:		Postcode:
Phone:			Mobile:		
Applicant Signature:					
Only 1 proof of identity required – a copy of the proof will be taken to verify identity and right to information.				Office Use only – Verified by /Date	
Proof of Identity	Birth Certificate No.:				
	Passport No.:				
	Drivers Licence No.:				
Name of Certificate/Statement of Attainment Requested			Year Achieved	Cost \$30 each	
Preferred Method for Collection:			Total Cost: \$		
<input type="checkbox"/> Posted to address listed above <input type="checkbox"/> In Person from Coolum State High School Administration Office					
Please Note: Allow up to 30 days for processing					
Payment methods accepted: Mastercard Visa Cash (in person only) (Please Circle)					
Card Number: _____				Expiry: ____ / ____	
Card Holder Name:					
Card Holder Signature:					
<i>Finance Office Use:</i> Received: \$		Receipt No.		Date:	Initials:
<i>Admin Office Use:</i> Posted Date: Posted by (initials):			Collected in Person: Date: Initials:		

Completed document to be forwarded to VET Administration Officer (front office) after receipting of funds by Finance. Document to be scanned and recorded in VET Reissuance Register after collection/postage.

Approved by: RTO Manager