

## Replacement Certification Documentation Request

Mater Education is happy to replace qualifications, statements of attainment or records of results. Please use this form to request replacement certification documentation.

A \$25.00 fee will apply for this process and you should allow up to 10 working days for processing. For urgent enquiries, you are able to pay a prioritisation fee of \$15 to accelerate this process where we are able. This will prioritise your enquiry and have you receive your documentation as soon as possible. Please note, however, this does not necessarily mean you would receive documents faster than a standard enquiry, as we are subject to availability of certain services. Please take this into account when choosing to pay extra for this priority.

Please print clearly. Unclear or incomplete forms may delay processing.

Full Name (at time of study):

Student ID Number:

Year Enrolled:

Date of Birth

Document Requested

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

Phone No (Business hours) \_\_\_\_\_

Do you wish to collect your Replacement Certificate?

Yes, please phone me when it is available for collection.

No, please post to:

\_\_\_\_\_  
\_\_\_\_\_

**Total amount:** \$ \_\_\_\_\_

On receipt of your completed form we will verify your request information & advise payment options. The replacement certificate will not be issued until payment is received.

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

Mater Education Limited, Level 4, Duncombe Building, Raymond Terrace, South Brisbane, Qld, 4101

Email to: [mel@mater.org.au](mailto:mel@mater.org.au)

*Personal information collected on this form is subject to the Privacy Act 1988*