

# Replacement Certificate Statement of Attainment Request Form



## Access to Records Request Form

Student Name:	
Address:	
Phone:	
Email:	
Course Completed:	
Year of Enrolment:	
<input type="checkbox"/> I certify that the original of my Testamur/Statement of Attainment has been lost / destroyed / never received. (Please cross out whichever is not applicable)	
<input type="checkbox"/> I request a Replacement Certificate/Statement of Attainment in a different name to that on the original Certificate/Statement of Attainment. (Attached is proof of my name change)	
<input type="checkbox"/> Please post my certificate to the address indicated above	
<input type="checkbox"/> I would like to collect my Certificate in person	
<p>In order for you to receive a replacement Certificate or SOA you <b>must bring 100 point of ID as per list on the back of this form</b>. If you are submitting this in person then please provide 100 points of ID as per list on the back of this form. If you are <b>not</b> submitting this in person you must provide the following 100 points of ID as detailed on the back of this form and this must be certified by one of the persons listed on the back of this form. Please then email this information to <a href="mailto:studentsupport@animalacademy.com.au">studentsupport@animalacademy.com.au</a>.</p>	
Student Signature:	
Date:	

<i>Administration Use Only:</i>		
Sighted transcript originals and taken copies?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Comments:
100 point ID check completed?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Certificate supplied to student?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Animal Academy Signature:		
Date:		

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You must show a verifying Administrator original identity documents that add up to at least 100 points. Alternative documentation that will be accepted for Aboriginal applicants is listed below:

Category	Type of document	Value	Points
<b>Category A 70 points</b>	Birth certificate or extract	<b>70</b>	
	Australian citizenship certificate		
	Passport		
	Australian driver's licence or permit		
	Proof of age card		
<b>Category B 30 points.</b>	Department of Veterans' Affairs (DVA) card	<b>30</b>	
	Centrelink pensioner / health care card		
	Government employee identification card		
	Secondary or Tertiary student identification card		
	Seniors / Medicare / private health card		
<b>Category C 15 points</b>	Council rates / property insurance papers	<b>15</b>	
	Professional or trade association card		
	International driver's licence		
	Bank or credit card		
	Utilities bill (telephone, gas, electricity or water)		
	Tax notice / superannuation statements		
	Motor vehicle registration / insurance papers		
	Rental property lease agreement		
		<b>TOTAL</b>	

For **Aboriginal applicants** who reside in remote or isolated locations, apart from the standard identity items above, there is an added option of two letters of verification provided by Community Leaders (recognised as leaders of the community to which the applicant belongs). Each verification scores 50 points.

**\* Certificates, Statements or documents must be originals or certified true copies to verify your claim and need to be attached to this form. Certified copies must bear an original signature and certification that the document is a true copy of the original.**