



SERVICE SKILLS Academy

STUDENT REQUEST FOR REPRINT OF ACADEMIC DOCUMENTS FORM

Student Name: Student ID or DoB:

Date: Contact No.:

Title of Course:

Certificate/Testamur Transcript Completion Letter (if applicable)

- Replacement Transcript/Testamur requests cost \$55 per request
- If your Testamur has been lost or stolen please provide a statutory declaration affirming and detailing the loss or theft and attach to this application.
- If your Testamur has been damaged we require the damaged Testamur to be attached to this application in order to release a replacement.
- The processing of requested documents may take up to 15 working days once payment is received.

Would you like your Academic Document sent to your address? If so, please complete your address below:

Send to Address
 Pick Up Document

OFFICE USE ONLY

Date received: Received by:

Finance:

Does the student have any outstanding fees or loans? Yes No

Academic:

Has this student successfully completed the course? Yes No

Is the student eligible for a Statement of Attainment only? Yes No

PAYMENT FOR REPLACEMENT DOCUMENTS

Please note that credit card payments attract a 1.5% processing fee

Card Type: Visa Mastercard CARDHOLDER NAME:

CREDIT CARD NUMBER: EXP DATE: CCV:

BANK TRANSFER

Bank Name: Commonwealth Bank of Australia
 Account Name: Shafston House College Ltd
 Account Number: 1002 0156

Branch Number: 064 189
 Branch address: BRISBANE QLD
 Swift Number: CTBAU2S

Student Acknowledgement that requested documents have been received or date posted to address above

Student Signature	Shafston Representative Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

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