

REQUEST FOR REPLACEMENT CERTIFICATE

Name: _____ Date of Birth: _____

Student Number: _____ Date: _____

Course Name: _____

Unit Code: _____

Date Course Taken: _____

Location Delivered: _____

Course Trainer and/or Assessor: _____

PLEASE NOTE: The fee for processing a replacement certificate request is \$25.00 per certificate. For RSA or RCG you will need both ours and the OLGR certificate being \$50 in total. (This only applies to valid paper Certificates as per OLGR guidelines) Only after payment is made will the replacement certificates be processed & issued.

Please outline your request for a replacement certificate below and attach Chq, money order or credit card details (Visa/Mastercard Only) :

COMMENTS:

Applicant Signature: _____

Date: _____

Office use only:

Comments: _____

Certificate Replacement Approved: Sign: _____ Date: _____

Invoice Issued: Inv N^o: _____ Date: _____

Invoice Paid: Sign: _____ Date: _____

Replacement Certificate Issued: Sign: _____ Date: _____

RTO Manager or Authorised Officer Signature: _____ Date: _____