# Document Re-issue Request

This form is to be completed by students wishing to have their certificate, statement of attainment or transcript re-issued. Once completed, the form should be either handed in to head office, or emailed to admin@vitaltraining.com.au.

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| --- | --- | --- | --- | --- | --- | --- |
| **Student Details** | | | | | | |
| Student Full Legal Name: |  | | | | |
| Student Id # (If Known): |  | Unique Student Identifier (USI - if known): | | |  |
| Current postal address: |  | | | | |
| Date of birth: |  | | Mobile #: |  | |
| Email: |  | | | | |
| Course / Qualification Studied: |  | | | | |
| Date of Course Completion (If Known): |  | | | | |
| Document(s) to be re-issued: | ❑ Qualification Certificate ❑ Statement of Attainment  ❑ Record of Results / Transcript ❑ Other: | | | | |

*All document re-issues are levied a fee of $55.00 including GST.*

## AUTHORITY FOR PAYMENT VIA CREDIT CARD

|  |  |  |  |
| --- | --- | --- | --- |
| Card Type: | ❑ Visa ❑ Mastercard | | |
| Name on Card: |  | | |
| Card Number: |  | | |
| Expiry Date: |  | CCV: |  |
| Signature: | I authorise for document re-issue fees to be deducted via the above credit card. | | |