

## 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](mailto:admin@vitaltraining.com.au).

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:	<input type="checkbox"/> Qualification Certificate <input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Record of Results / Transcript <input type="checkbox"/> Other:		

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

### AUTHORITY FOR PAYMENT VIA CREDIT CARD

Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> 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.		