

Application Form for Replacement Certificate, Statement of Attainment or Record of Results

This Application form is to be completed by students who are requesting a replacement of an original Certificate, Statement of Attainment or Record of Results. A fee of \$50.00 is charged for the time taken to retrieve and reprint the documentation. The fee is to be paid prior to the replacement being issued.

Applicant to complete

Family Name (Surname): _____

First Name: _____ Other Name(s): _____

Postal Address: _____

Course name: _____ Year completed: _____

SIGNATURE OF STUDENT	DATE:
Payment options	

EFT details:	Credit / Debit Card details - please fill out
Account Name: Capital Education Group Pty Ltd BSB: 062-320 Account number: 11401021 (please enter you surname in the reference section)	I authorise PCA to charge my: (check one) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard in the amount of: \$ _____ Cardholder Name: _____
Pay in Person	Credit Card No: _____
Go to PCA reception on Level 7, 451 Pitt Street, Haymarket (Manning Building) during business hours (Mon-Fri 9am to 5pm)	Card Expiry: ____/____
	CVC No: _____
	Cardholder's Signature: _____

When you have completed this form, please scan and email to info@pca.edu.au

For office use only:	
Fee paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date posted:
Name:	Signature: