

# Certificate Request Form

Student Name:	Student ID:
Phone:	Email Address:
Current Address:	
Student USI:	
Commencement date at CSF:	End date at CSF:

**Certificate Request**

On full completion of your qualification you may request your official certificate. There is no charge for the initial printing of the certificate. The request will be processed within 5 working days.

Course: \_\_\_\_\_

**Statement of Attainment**

One of ore units of Competency have been completed, but not the full qualification.

Course: \_\_\_\_\_

**Replacement of Certificate**

A replacement certificate in only issued with a statutory declaration attesting that the original was lost or destroyed. Replacement Certificate Fee is \$55 per certificate.

Course(s): \_\_\_\_\_

Total: \$ \_\_\_\_\_

**Payment**

Payment must be made when lodging a request or accompany the form if mailed or emailed. Payment can be made in person at the college by cash, cheque, or eftpos. If you are unable to lodge your form in person, please complete credit card information below.

*All requests will take up to 5 working days to process.*

**Payment Method**

CREDIT CARD       CASH       EFTPOS      Card Type:  Visa       MasterCard

Card Number: \_\_\_\_\_ Expiry Date: \_\_/\_\_/\_\_

Cardholder's name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Forwarding Instruction**

Hold for collection at CSF       Mail to current address in RTOM       Mail to Overseas Address

Address: \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Proof of Identity

This application must be accompanied by a legitimate form of identification (e.g. Student ID card, Driver's license or passport showing name, photo and signature). If mailing, a certified copy must be supplied with the completed application form.

## Access and Equity

CSF has in place an access and equity policy that adheres to all National, State and Territory legislation. Equity in education means that there is equitable access to all courses and that all enrolled persons are able to participate and gain successful outcomes. These policies are supported by CSF's mission statements, general philosophy and documented operational procedures and processes. The Managing Director is responsible for the dissemination and implementation of access and equity policies and procedures.

## Access by Students to their Personal Records

All students have full access to their own personal records which are maintained in a secure location in the college filing system in individual files. Person must identify (ID required) themselves and seek access to their own file through a designated member of staff (usually a member of Student Services or the Director of Studies). Files remain on the premises. Privacy conditions prevail in that an unauthorised other person is not able to access another person's file without express written permission of the file owner. The Managing Director is responsible for the file security and storage.

## Use of Personal Information

If requested to do so the College of Sport & Fitness must provide to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund any personal information provided to the college by the student.

## Access and Equity Policies Set Out in Various Documents

Policies and procedures related to access and equity are set out in CSF's Code of Practice, Student Handbook and the Policies and Procedures Manual, and are also discussed in student orientation.

### OFFICE USE ONLY

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Statutory Declaration    | <input type="checkbox"/> Identification sighted         | <input type="checkbox"/> All fees paid     |
| <input type="checkbox"/> Correct payment received | <input type="checkbox"/> Transcript/Certificate printed | <input type="checkbox"/> Contacted student |

Signature of Staff: \_\_\_\_\_ Date: \_\_\_\_\_