

Application for Reissue of Qualification



Family Name	<input type="text"/>	First Name(s)	<input type="text"/>
Student ID	<input type="text"/>	Year of commencement	<input type="text"/>
Phone (w)	<input type="text"/>	(h)	<input type="text"/>
		Date of Birth	<input type="text"/>
Address (for posting qualification when available)			
<input type="text"/>			

Please tick ✓ appropriate box below and fill in requested information.

A	<input type="checkbox"/>	Reissue of Qualification
		Cost \$75
		Programme Name <input type="text"/>
		Year Awarded <input type="text"/>
	<input type="checkbox"/>	Original qualification is attached
	<input type="checkbox"/>	Original qualification has been irretrievably lost

B	<input type="checkbox"/>	Reissue of Statement of Attainment
		Cost \$50
		Course Name <input type="text"/>

Note: A reissue of a qualification may take up to one month. As soon as it is available, it will be posted to the address you have provided above. Any further delays will be advised to you.

Fee Payment Method	Amount	<input type="text"/>					
<i>NB: If cheque enclosed is not your own – please write your name and student number on the reverse of the cheque.</i>							
<input type="checkbox"/>	Cheque (payable to Ara)	<input type="checkbox"/>	Bank/Master card	<input type="checkbox"/>	Visa	<input type="checkbox"/>	American Express
Credit Card no	<input type="text"/>	Card expiry date	<input type="text"/>				
Cardholder's name	<input type="text"/>	Cardholder's signature	<input type="text"/>				
Signature of Student	<input type="text"/>	Date	<input type="text"/>				

Please forward application to:
Central Academic Records
Ara Institute of Canterbury Ltd
PO Box 540
CHRISTCHURCH 8140

1	8	5	0	1	7	7	0	0
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For Office Use Only

Processed by	<input type="text"/>	Checked by	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

I have sighted the evidence and can confirm the student is eligible to have their award re-issued.