

# CERTIFICATE RE-ISSUANCE APPLICATION FORM

Please complete all parts of this form and provide as much detail as possible.

## 1. Personal Details

Title: \_\_\_\_\_ First Name: Click or tap here to enter text. Last Name: Click or tap here to enter text.

Have you been known by any other name (alias, maiden name etc.)?

If yes, please provide: Click or tap here to enter text.

USI (if known): Click or tap here to enter text. Email: Click or tap here to enter text.

Contact Number: Click or tap here to enter text.

Postal Address for Re-Issued Certificate:

Click or tap here to enter text.

## 2. Enrolment Details

Name that appeared on your certificate when originally issued.	Click or tap here to enter text.
What did you study with Macedon Ranges Education? (Qualification name if known; otherwise, please describe the subjects/courses you studied).	Click or tap here to enter text.
When did you study with Macedon Ranges Education? (Year or date range).	Click or tap here to enter text.
When was your certificate issued to you? (Date or month/year).	Click or tap here to enter text.
What organisation were you working for at the time your certificate was issued?	Click or tap here to enter text.
Provide any additional information that may assist Macedon Ranges Education in locating your records (e.g., studied online, face to face or blended).	Click or tap here to enter text.
During the course did you submit any formal assessments?	Click or tap here to enter text.

### 3. Certificate Re-Issuance Fees

Statement of Attainment	For partial completion of a qualification	\$75.00
Certificate and Statement of Attainment	For completion of all the requirements of a qualification	\$100.00

### 4. Proof of Identity

We are not able to re-issue certificates without proof of identity. Please provide a certified copy that has been certified by a Justice of the Peace of one of the following with this completed form:

- ✓ Valid Passport
- ✓ Driver's License
- ✓ Approved Photo ID

**Please note:**

*If your family name has changed since your certificate was issued, you will need to supply additional information as proof of your identity, e.g., a marriage certificate or name change certificate.*

### 5. Payment of Fees

We accept payment via:

- Direct Deposit via GoCardless
- Credit Card
- Debit Card
- Apple Pay
- Google Pay
- PayPal

Our Student Support Team will be in contact with you upon receipt of your application. For your privacy and security, Macedon Ranges Education will call you to process credit card or direct debit payments via telephone after receiving this application. Please allow up to 28 working days for re-issuance of your Certificate and or/Statement of Attainment.

### 6. Submitting Your Application

Please send your completed application form and proof of identity documents via email to [support@mymre.com.au](mailto:support@mymre.com.au).