

332-FM-MEGA Certificate Receipt Acknowledgement/Reissuance Request Form

Student to complete prior to collection:

Family name: _____ Given Names: _____

Address in Australia: _____

Email: _____ Mobile: _____

Would you like to receive MEGA newsletters/brochures? YES ☐ NO ☐

Course Details: _____

Certificate level:

Certificate II ☐ Certificate III ☐ Certificate IV ☐ Diploma ☐ Advanced Diploma ☐ English ☐

Next study destination/school: _____

Student signature: _____ **Date:** ____/____/____

Student ID: _____

-----**(To be signed and dated at the time of collection)**-----

Collected By: _____ **Date:** ____/____/____

-----**(Office use only - Finance)**-----

To be completed by student who requires URGENT issuance or replacement/re-issuance of Certificate only. Otherwise, Certificate will be issued within 30 days of course completion date.

1.Urgent Request (\$50 fee per document – 48h issuance): ☐ Total Requested: _____

2.Reissuance of Award/Academic transcript/Statement of Attainment (\$100.00 per document): ☐

Total number of replacement documents requested: _____

(Please allow 10 working days for re-issuance requests to be processed.)

Total amount paid: _____ **Signature:** _____ **Date:** _____

-----**(Office use only)**-----

Accounts approval: _____ Signature: _____ Date: _____

AM Approval: _____ Signature: _____ Date: _____

Issuing staff name: _____ Signature: _____ Date: _____

COO/CD Final Verification: _____ Signature: _____ Date: _____

CEO Approval: _____ Signature: _____ Date: _____