

## 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 (\$50.00 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: \_\_\_\_\_