

Application for Reissue of Qualification



Family Name First Name(s)

Student ID Year of commencement

Phone (w) (h) Date of Birth

Address (for posting qualification when available)

Please tick appropriate box below and fill in requested information.

A **Reissue of Qualification**
 Cost \$75
 Programme Name Year Awarded

Original qualification is attached
 Original qualification has been irretrievably lost

B **Reissue of Statement of Attainment**
 Cost \$50
 Course Name

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

NB: If cheque enclosed is not your own – please write your name and student number on the reverse of the cheque.

Cheque (payable to Ara) Bank/Master card Visa American Express

Credit Card no Card expiry date

Cardholder's name Cardholder's signature

Signature of Student Date

Please forward application to:

Central Academic Records

Ara

PO Box 540

CHRISTCHURCH 8140

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For Office Use Only

Processed by Checked by

Date Date

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