

Policies & Procedures



REPLACEMENT PARCHMENTS

VERSION: 1.2

Australian Workplace Training (AWT) will re-issue qualification parchments upon receipt of a statutory declaration and payment of the appropriate fee as set from time to time by the directors (see Schedule of Fees).

DUPLICATE

To have a parchment reissued, the request needs to be supplied in writing attention *The Director of Studies* including a signed statutory declaration stating such.

- If a student is requesting a statement and/or qualification be reissued because it is damaged, then the damaged statement and/or qualification must be surrendered to AWT to be put in student file.
- If a police report has been filed the police report number needs to be reflected on the Statutory Declaration.
- An administration fee of \$50.00 needs to be paid prior to the certificate being produced.
- The certificate or statement will have inserted "*This is a duplicate and has been reissued on {today's date}*".

PHOTOCOPY

- An administration fee of \$10.00 per copy is to be paid prior to the photocopy being provided.
- Photocopy of the statement and/or qualification must be stamped with a "**COPY**" stamp.

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