

Qualification or Statement of Attainment Reprint Request Form

Section 1 – Client Details

I understand that when completing this document that Ironwood Institute has 7 days to complete this request

Name:		Student number:	
Qualification Code & Title/ Course Name:		Date:	
You must have a verified USI or no documents can be re-printed	Student USI: _____		
Payment of \$50.00 has been made	Please arrange to transfer \$50 to the following bank account, please use your name as a reference: <ul style="list-style-type: none"> • Institution: Commonwealth Bank • Account Name: Imperial Education Group Pty Ltd trading as Ironwood Careers and Training • Swift Code: CTBAAU2S • BSB Number: 063 023 • Account Number: 10266254 		
Address for postage – please note you will need to sign for the delivery so please ensure that you are available to sign for the delivery.	Street No and Name: _____ Suburb: _____ Post Code: _____ Country: _____ If you work address, please provide your employers name: _____		

Section 2 – Authorisation Academic Manager and/or Student Support Officer

I confirm the information is correct and certification can be issued:

Name:		Position:	
Signature:		Date:	
Certificate Correct:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date:
Certificate/Letters Sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date:
Certificate/Letters Copy Filed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date:
Certificate picked up:	<input type="checkbox"/> Yes	Signature of Student:	Date:
Finance Officer			
All Fees Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date: