

## Application for Replacement Testamur, Confirmation of Award /TAFE Statement (Attendance Certificate)

This Application form is to be completed by students who are requesting a replacement of an original Testamur, Confirmation of Award or TAFE Statement (Attendance Certificate).

- A fee of \$120 is charged for each lost, damaged or stolen Testamur, Confirmation of Award (COA) or TAFE Statement (Attendance Certificate)
- A separate application and fee are required for each replacement Testamur/COA /TAFE Statement (Attendance Certificate).
- TAFE NSW does not accept cash. Payment by EFTPOS, Credit Card or by Cheque/Money Order made out to TAFE NSW.
- The replacement document will be the standard format currently in use at the time of application.
- The original Testamur/COA /TAFE Statement (Attendance Certificate) (where available) must be returned to the college. Should the original Testamur/COA /TSA be unavailable, the student must complete a statutory declaration form stating this and include the completed declaration with the application form.
- Where an original Testamur/COA /TAFE Statement (Attendance Certificate) has not been received by the student within 12 months from the date of issue a statutory declaration will be required stating this. If TAFE NSW records confirm there is no evidence of the student having been sent their Testamur then a waiver of the \$120 may be considered.
- Where an original Testamur has **not** been received by the student outside of 12 months from the date of issue and there are TAFE NSW records confirming issue, then a [statutory declaration](#) stating non-receipt and a fee of \$120 is required at time of application for a replacement document.

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### Section A: To be completed by Student (this form is to be returned to your college of enrolment)

TAFE NSW Student ID		Family name	
First name		Other name	
Postal Address		Postcode	
Contact telephone number:			
Indicate the replacement document required:	For course	For SFA Unit	
Course/unit name	Course/unit code		
Campus Name	Year completed		
Reason for requesting a replacement document:	Lost	Stolen	Damaged
Other, provide details:			

I consent to the postage of my replacement document to my confirmed address at (if different from above):

I will collect my replacement document from (college name):

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### Student Declaration:

By signing this application, I certify that I have been given true and accurate information.

When you submit this application via your TAFE student email account, this is recognised as your electronic signature.

**Signature of Student**

**Date**

## Section B: To be completed by TAFE NSW staff

Course completion/details confirmed:	Yes	No
Fees/paid: (where applicable)	Yes	Date of Receipt No
Statutory declaration received: (where applicable)	Yes	No
Evidence of Change of Name attached	Yes	No

(Evidence attached only required for Archival Record name changes performed by Student Administration & Information Management)

Name of Officer:	Signature of Officer	Date of Signature
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### Fee Waived:

Detail of delegated 12.2(b) Approval to waive fee:

*Reference 12.2(b) of the TAFE NSW Delegations Manual*

Note: This form is to be submitted via ServiceNow

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### Student Privacy

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Services Australia (Centrelink), the Department of Veterans' Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admissions Centre, NSW Education Standards Authority and the National Centre for Vocational Education Research. To meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on enrolment is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student Portal.