

Replacement Qualification Statement Form

- Transcript: Issued at the end of every enrolled study period, displays subjects and grades.
 - Certificate (Testamur): Issued yearly at Graduation, displays course completed.
 - Letter of Results: Issued for qualifications attained through FINSIA or the Securities Institute of Australia
- This request is for replacement documents only.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

Kaplan Higher Education (KHE)

- Master of Applied Finance
- Graduate Diploma of Applied Finance
- Graduate Certificate in Applied Finance
- Master of Financial Planning
- Graduate Diploma of Financial Planning
- Graduate Certificate in Financial Planning
- Other _____

Finsia/SIA

- Master of Applied Finance and Investment
- Graduate Diploma of Applied Finance and Investment
- Graduate Diploma of Financial Planning
- Graduate Certificate in Applied Finance and Investment
- Graduate Certificate in Financial Planning
- Other _____

PERSONAL DETAILS

Title: Dr /Mr /Mrs /Ms /Miss /Other (please specify): _____ Personal ID: _____

First Name(s): _____ Last Name: _____

Date of Birth: _____ Company: _____

Mailing Address: _____

Suburb: _____ State: _____ Postcode: _____

Email: _____ Phone: _____

Region in which you were enrolled: NSW/ACT VIC/TAS QLD WA SA/NT NZ INTERNATIONAL

Final subject completed: _____ Trimester/Year: _____

ADDRESS AT TIME OF STUDY

Company: _____

Mailing Address: _____

Suburb: _____ State: _____ Postcode: _____

Note: You will be issued with your replacement document(s) within fifteen (15) working days of your request.

STUDENT DECLARATION

I hereby declare, in accordance with Provision of Oaths Act, 1900, that I am requesting a replacement document as indicated above, due to the original being lost, destroyed or not received. I confirm that the information provided by me in this form is true and correct to the best of my knowledge.

Signature: _____ Date: _____

PAYMENT METHOD

- Transcript \$A50 per copy
- Certificate \$A100 per copy
- Letter of Results \$A50 per copy

Payment is due on application. All fees are subject to change without notice. GST is included where applicable.

- Cheque:** Please find my cheque made payable to **Kaplan Professional** attached.

Cheque No. _____

- Credit card payment:** We take your privacy seriously – Kaplan is unable to accept credit card details via email or in a word/pdf document format. If you wish to make a payment by credit card, please indicate how you would like to pay below.

We will contact you once your invoice is ready to arrange payment over the phone or via your secure online student portal.

I wish to pay by MasterCard Visa AMEX (Additional 2.5% surcharge)

<input type="checkbox"/> Pay online	Kaplan will email you a copy of your invoice once it is ready to pay online via your student portal.		
<input type="checkbox"/> Pay over the phone	Kaplan will call once your invoice is ready to pay. If the person Kaplan needs to contact is not you, please provide their name and the best contact number to reach them below.		
Contact name	_____	Contact number	_____
Total payment	\$ _____		

PRIVACY – We recommend that you read Kaplan Professional’s Privacy Policy published on our website.

Return this form to the Kaplan office via:

MAIL Kaplan Professional
Level 4, 45 Clarence Street, Sydney NSW 2000

EMAIL studentadvice@kaplan.edu.au

APPLICATION ASSISTANCE

Contact your Student Adviser or call 1300 135 798 (+612 8248 7611).