



MacGregor SHS
 RTO: 46354
 QCAA Number: 2124

MacGregor SHS Replacement of Qualification Application Procedure

Students who have previously been issued with a qualification or Statement of Attainment by the school RTO may apply for a replacement copy if the original has been lost, damaged, or destroyed. Requests for replacement AQF certification documentation will be processed in accordance with the **Standards for Registered Training Organisations (RTOs) 2025** and associated **Credential Policy**.

Application for Replacement Qualification or Statement of Attainment:

- To request a replacement, students must complete this application form, providing sufficient identification to verify their identity.
- The school RTO team will check student records to confirm the original issuance before reissuing the certification documentation.
- Please note a replacement fee of \$15 will apply for replacement certificates or statements.
- An invoice will be sent by the school on receipt of the completed application. Payable within 7 days. Please note, processing times may vary.
- Completed applications must be emailed to the pathways@macgregorshs.eq.edu.au for processing.

NOTE:

- Replacement certificates will show the original award date, and the re-issued date.
- Replacement will be issued within 14 days, dependent on payment date of replacement fee.

Please provide the following information:

Student full legal name: (include any middle names)			
Date of Birth:			
Postal Address: Documents will be sent to this address	Street details:		
	Suburb:		Postcode:
Qualification for Replacement:			
Year Qualification achieved/completed:			
Proof of Identity details:	Birth Certificate:	No:	

