

Mater Education will replace qualifications, statements of attainment or records of results. Please use this form to request replacement certification documentation.

A \$25.00 fee will apply for this process and you should allow up to 10 working days for processing. For urgent enquiries, you are able to pay a prioritisation fee of \$15 to accelerate this process. This will prioritise your enquiry and have you receive your documentation as soon as possible. Please note, however, this does not necessarily mean you would receive documents faster than a standard enquiry, as we are subject to availability of certain services. Please take this into account when choosing to pay extra for this priority.

It is important that you provide us with as much information as possible.

Instructions:

Please print clearly; unclear or incomplete forms may delay processing

Email completed form to materstudentservices@mater.org.au

Full Name (at time of study):

Student ID
Number:

Year
Enrolled:

Date of Birth:

Document Requested:

Email address: _____

Phone number (business hours) _____

Do you wish to collect your Replacement Certificate?

Yes, please phone me when it is available for collection

No, please post to: _____

Request Option: Please tick

\$25 for regular request

\$40 for urgent request

Signature of
Student: _____

Date: _____

Mater Education Limited, Level 4, Duncombe Building, Raymond Terrace, South Brisbane, Qld, 4101
Personal information collected on this form is subject to the Privacy Act 1988