



Booroongen Djugun College
 RTO ID: 6673
 ABN 79 638 718 552 ACN: 162 957 315

Qualification or Statement of Attainment Reissue Request Form
Please fill the section below and return it to Booroongen Djugun College

Important Information for Student

Please note: The Replacement Qualification or Statement of Attainment will be issued only when the fee of \$50.00 is paid

Student ID Number		Qualification Name	
Christian Name		Surname	
Suburb Name		Post code	
<input type="checkbox"/> Mailing address if mailing out to student			
	State		Postcode

Once the payment has been made, please attach a copy of the receipt with this form and return to Booroongen Djugun College

In Person:

Hand this form, filled in, to Reception staff
 Booroongen Djugun College
 337-351 River St, Kempsey NSW 2440

Once the order has been processed, the reissued forms can be picked up from reception area or can be mailed out to the student. Don't forget your return mailing address above .

Via Mail: Note return postage is extra, add an extra \$10.00 if the student is mailing a request in after making initial contact by mail, phone, email, or in person.

Cheque or Money Order: to be made out to Booroongen Djugun College.
Mail to...Attn. Administration Manager, Booroongen Djugun College,
Locked Mail Bag 3, Kempsey NSW 2440 (student to include a return mailing address).

Via Email: info@booroongendjugun.com.au Booroongen Djugun College staff to email copy of this form to the student to fill in.

Additional Information

Please note: The replacement Qualification or Statement of Attainment will be issued only when the fee is paid and may be picked up from the reception desk at Booroongen Djugun College 337-351 River St, Kempsey NSW 2440 or can be mailed to the student (student to include a return mailing address).

Officer Use Only (Administration Manager, please forward form to the Finance Officer)

Payment Received: Yes No Date:

Director of Training and Services has been notified: Yes No Date:

by: _____ Date Sent : _____

Available Payment Options:

Note: Credit/Debit card and EFT are the preferred option.

Cash: Cash payments can be taken at the office of Booroongen Djugun College located at 337-351 River St, Kempsey NSW 2440

Credit or Debit Card: Call 02 6560 2012 to pay via MasterCard or Visa

Electronic Funds Transfer:

Account Name: Booroongen Djugun – Training Transactions

BSB: 062560 (Commonwealth Bank)

Account Number: 10091961