

# Replacement Qualification Statement Form

- Academic transcript: Issued at the end of every enrolled study period, displays subjects and grades.
- Testamur: Conferred 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): \_\_\_\_\_ Student ID: \_\_\_\_\_

First Name(s): \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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: \_\_\_\_\_ Study Period: \_\_\_\_\_

**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 **\$A55** per copy
- Testamur **\$A115** per copy
- Letter of Results **\$A55** per copy

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

**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	
<b>Total payment</b>	<b>\$</b>		

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

Return this form to the Kaplan office via:

**MAIL** Kaplan Professional  
Level 12, 45 Clarence Street, Sydney NSW 2000

**EMAIL** [enrolments@kaplan.edu.au](mailto:enrolments@kaplan.edu.au)

**APPLICATION ASSISTANCE**

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