

# Material Replacement Request



This form is to be completed if you are a graduate student requesting the reprinting of lost or destroyed certificate or statement.

This form should be lodged with payment.

## Personal Details

Name		Date	
Phone		Email	
Campus		Class <i>(optional)</i>	

## Documents to be printed

Certificate reprint	\$40 each	<input type="checkbox"/>	Certificate IV in Massage
		<input type="checkbox"/>	Diploma of Remedial Massage
Statement reprint	\$20 each	<input type="checkbox"/>	First Aid
		<input type="checkbox"/>	Certificate IV in Massage
		<input type="checkbox"/>	Diploma of Remedial Massage
Student card	\$20 each	<input type="checkbox"/>	<i>Current full-time student only. 1 week turn around. Current photo may have to be taken</i>
Student Shirt	\$30 each	<input type="checkbox"/>	Please list size

## Further Information

To have the item posted please list postal address. We do not recommend this as Auspost does not offer any fragile post option - items may be damaged. Items will be sent via registered post with signature required. Q Academy is not responsible for items damaged in transit.

Postal Address

Campus item will be collected from

- Brisbane
  Gold Coast
  Sunshine Coast

Office use only			
Received by		Date	/ /
Payment details			