



REQUEST FOR REPLACEMENT JCU AWARD (Certificate/Testamur)

Sept06

1. Personal Details

Title _____

Last Name _____

Other Names _____

Address _____

Postcode _____

Phone _____

Email _____

Student Number _____

Date of Birth _____ / _____ / _____

Signature _____

Date _____

Instructions and Conditions

- Statutory Declaration (outlining the reasons for the loss or destruction of the original) **MUST** accompany this form unless a damaged testamur is returned. The declaration is to be certified by a Justice of the Peace.
- Applications take a minimum of 7 working days to process (at time of peak demand, delays may be expected) and will only be issued after the fee is paid.
- **Fee:** \$40 - Includes postage within Australia.
Note: Express Post add: \$5.50. Overseas add: \$3 airmail / \$20 - Express Post International.
- Payments - Student Enquiry Centre by cheque / money order payable to JCU or Credit card (see below).
- For collection by another person, a statement signed by the applicant authorising collection must be provided.
- Applicants and authorised third parties must provide photo identification at the time of collection.

2. Information Required

Please indicate the award or awards to be replaced (eg Bachelor of Arts, Graduate Diploma of Science, Postgraduate Diploma of Arts, Doctor of Philosophy etc):

Award 1 Year:.....

Class of Honours (if relevant) I IIA IIB III Major:

Award 2 Year:.....

Class of Honours (if relevant) I IIA IIB III Major:

3. Collection / Postage Details

Please select: Collect from Student Enquiries Centre: Townsville Hum 11 Cairns Bldg A1

Or by: Ordinary mail Express Post Express Post International

4. Credit Card Details

Name on credit card: _____ Bankcard MasterCard Visa

Credit card number: _____ Expiry date: _____

Amount: _____ Cardholder's signature: _____ Date: _____

Student's signature if different from above: _____ Date: _____

5. Form Return and Enquiries

Townsville : Student Enquiry Centre (Cashier)
James Cook University Qld 4811
Fax: 07 4781 6333

Enquiries: Student Enquiry Centre
Telephone: 07 4781 5255
Email: academicrecords@jcu.edu.au

Cairns : Cashier's Office
James Cook University
PO Box 6811
CAIRNS QLD 4870;

Enquiries: Student Enquiry Centre
Telephone: 07 4042 1002