

Application for Replacement Award or True Copy of Award

Please return to *Graduations Office, Curtin University of Technology, GPO Box U1987, Perth WA 6845*
 Telephone +61 8 9266 7115 Fax +61 8 9266 3279 Email: graduations@curtin.edu.au

Conditions

- The Statutory Declaration must accompany this form and is to be signed/stamped by a Notary person if the original award has been lost, destroyed or stolen.
 - If your original award has been damaged, to replace the original we require the damaged award to be returned and Statutory Declaration is not required.
 - For awards or true copies to be collected by a third party, the applicant must provide written authorisation.
 - Applicants and authorised third parties must provide photographic identification when collecting.
 - Payment must accompany application: (all fees in \$AUD)
 - Fee for a True copy of your Award \$80
 - Fee for re-issuing Curtin Award \$100
 - Fee for re-issuing Award granted prior to 1987 \$200
 - Fee for changing student details after conferral date ie 'Change of Name' \$75
 - Fee for issuing a Curtin Award more than 12 months after completion ie archival fee \$100
- (Please note: if 'Change of Name' is required please complete the Change of Personal Details Form and the charge of \$75 is in addition to the cost for re-issuing a Curtin award)**
- To issue a replacement award it must be first approved by the University Council. Council meets monthly. For details of the next available Council date please phone +61 8 9266 7115
 - Statutory Declaration does not need to be completed if applying for a True Copy of your award.

I wish to apply for : a True Copy of my Award (\$80)
 A Replacement of my Award (\$100 Curtin or \$200 WAIT) as it was (lost/destroyed/stolen/damaged)

Personal Details

Title Family Name Student ID

Given Names Phone

Address Date

Email Signature

Please select if applying for a replacement award: Lost Stolen Destroyed Not Received Dam-

Award Details

Please indicate the degree or degrees that need to be replaced (e.g. Bachelor of Commerce - Accounting)

Degree 1

Year of Completion Award Number (if known)

Degree 2

Year of Completion Award Number (if known)

Please select how you would like to receive your award: Registered mail within Australia Couriered mail overseas Collect from Graduations Office - Bentley Campus

Payment Details

Cash Visa MasterCard Amex

Cheque/Money Order Name of cardholder Expiry Date

Credit Card Card Number CVC#

Amount Payable \$

- Cheques are made payable to Curtin University
- Cash to be paid in person only

Authorisation for use of credit card (if cardholder is not the person named in Personal details section):

I hereby authorise
To use my credit card for payments to Curtin University of Technology.

Signature Date

Office Use Only

Receipt No. Award No. Original Conferral Date:

Replacement Conferral: Award posted Award Collected

THIS STATUTORY DECLARATION IS ONLY TO BE COMPLETED IF ORIGINAL
AWARD IS NOT RETURNED
(ie Lost/Stolen/Destroyed/Not Received etc)

1 Insert the **name, address and occupation** of person making the declaration

I, 1

make the following declaration under the *Statutory Declarations Act 1959*:

2 Set out matter declared to in numbered paragraphs

2

Do solemnly and sincerely declare that I completed my:

Doctor of	in _____ at WAIT / Curtin
Master of	in _____ at WAIT / Curtin
Postgraduate Diploma in	in _____ at WAIT / Curtin
Graduate Diploma in	in _____ at WAIT / Curtin
Graduate Certificate in	in _____ at WAIT / Curtin
Bachelor of	in _____ at WAIT / Curtin
Associate Degree/Diploma in	in _____ at WAIT / Curtin

My Award has been:

Lost
Stolen
Destroyed
Not Received
Other (Please explain)

I request a replacement Award. I hereby declare that should I recover the original Award I shall return the document to the University.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

3

4 Place
5 Day
6 Month and year

Declared at 4 on 5 of 6

Before me,

7 Signature of person before whom the declaration is made (see over)

7

8 Full name, qualification and address of person before whom the declaration is made (in printed letters)

8

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
Bailiff

Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court

Clerk of a court
Commissioner for Affidavits
Commissioner for Declarations
Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
(c) exercising his or her function in that place

Employee of the Commonwealth who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association
Finance company officer with 5 or more years of continuous service
Holder of a statutory office not specified in another item in this list
Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia
Member of Engineers Australia, other than at the grade of student
Member of the Association of Taxation and Management Accountants
Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:
(a) an officer; or
(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:
(a) the Parliament of the Commonwealth; or
(b) the Parliament of a State; or
(c) a Territory legislature; or
(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority; or
(c) a local government authority;
with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution