

REQUEST FOR REPLACEMENT TESTAMUR

Please refer to the information printed on page 2 before completing this form.

1. Student Details

Title	Student Number	
<input type="text"/>	<input type="text"/>	
First Name		
<input type="text"/>		
Surname or Family Name		
<input type="text"/>		
Title of Award		
<input type="text"/>		
Mailing Address		
<input type="text"/>		
City/Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country		
<input type="text"/>		
Contact Telephone Number		
<input type="text"/>		
Email		
<input type="text"/>		

2. Reason for Request (select one ONLY)

- Original testamur has been lost and a statutory declaration is attached to this form.
- Original testamur has been damaged and the original testamur (or a statutory declaration) is attached to this form.
- Name change and the original testamur (or a statutory declaration) together with certified copies of proof of name change are attached to this form.

Name to be printed on Replacement Testamur (if applicable)

<input type="text"/>
<input type="text"/>

3. Payment Details (select one ONLY)

A charge of AU\$50 applies for a Replacement Testamur. Postage is additional. Cheque, money orders or credit card authority forms are to be attached to this form and forwarded via mail. Cheques/money orders should be made payable to 'SAE Institute Pty Ltd' and must be in Australian dollars and payable at a major Australian bank.

- Please mail my testamur within Australia (testamurs will be sent by registered mail) **AU \$ 65**
- Please mail my testamur outside of Australia (testamur will be sent by registered, overseas mail) **AU \$ 80**
- I will collect my testamur from my local campus **AU \$ 50**

4. Declaration

I agree that the information provided within this form is true and correct

Requester's signature

Date

 / /

Student Services Use Only

Amount \$	<input type="text"/>	Receipt#	<input type="text"/>
Date	<input type="text"/>	Initials	<input type="text"/>

Delivery Details

Date	<input type="text"/>	Initials	<input type="text"/>
Australia Post Tracking sticker	<input type="text"/>		



REQUEST FOR REPLACEMENT TESTAMUR

Policy

1. A "replacement testamur" will be produced using the proforma current at the time of issue of replacement, and incorporate the current relevant signatories and seal;
2. When the original testamur has been lost, and a "replacement testamur" is requested, the "replacement testamur" will be endorsed as follows: "This is a replacement testamur issued under the Common Seal of SAE QANTM Creative Media Institute on (date, month and year of reproduction);
3. The date printed on an endorsed "replacement testamur" will be the date outlined on the original endorsed testamur.

Terms

A "replacement testamur" will be issued under the following terms:

1. Where the original testamur has been damaged and is returned to SAE Creative Media Institute;
2. Where the original testamur has been lost and a Statutory Declaration is submitted to SAE Creative Media Institute;
3. Where a Change of Name has occurred, the original testamur (or a Statutory Declaration*) together with certified copies of proof of name change documents, must be provided to SAE Creative Media Institute. (Accepted forms of proof of name change include certified copies of: birth certificate, marriage certificate, certificate of divorce, endorsed passport showing previous and current names or evidence of name change; change of name certificate. Note: SAE Creative Media Institute's Student Records System will be updated with the Name Change);
4. Where the original has been destroyed in accordance with SAE QANTM Creative Media Institute's Disposal and Retention Schedule.

*The Statutory Declaration must affirm and detail the damage to, or loss of, the testamur. Graduates who live in countries that do not have Statutory Declarations in their legal system must prepare a statement affirming and detailing the damage or loss to the original testamur and have this statement witnessed and stamped by a notary public, police officer, magistrate, solicitor or Australian Consulate official.

Charges

1. A "replacement testamur" will be issued free of charge where the original was damaged, defective or incorrect as issued, and is returned to SAE Creative Media Institute within 8 weeks from the distribution date, and subject to outcomes of an internal investigation by SAE Creative Media Institute;
2. A "replacement testamur" will be issued free of charge where the original was lost in transmission and a Statutory Declaration is provided;
3. A fee in accordance with SAE Creative Media Institute's Administration Fees will be charged in all other cases.



ANIMATION



AUDIO



DESIGN



FILM



GAMES



WEB & MOBILE