



# Application for University Sealed Certificate

TAFE Division.

## SECTION A: STUDENT TO COMPLETE

1. To be eligible to apply for a certificate, you must have completed a full qualification. If unsure, check with the Program Coordinator responsible for your course.
2. Return completed Application to Student Centre staff at SMB or Horsham Campus.

Student Id Number: 

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Name (in full): .....  
*Note: (This is the name that will appear on your certificate)*

Address: ..... Postcode .....

Telephone Number: Private ..... Business .....

Course Title: .....

National Course Code: 

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Year/s in which study undertaken: 

19	19	20	20	20	20	20
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Signature of Applicant: ..... Date: .....

## SECTION B: TAFE DIVISION SCHOOL TO COMPLETE

- The Head of Program or Delegated Officer responsibility:**
1. Verify that the student's results meet the qualification requirements of the relevant training package/ curriculum documentation
  2. Certify the eligibility of the student to receive the listed award
  3. Ensure that all results have been entered onto Aptus
  4. Return completed Application to Student Centre SMB or Horsham Campus by ...../...../.....

<i>Please</i> ✓	Eligible		Ineligible		Was qualification conducted under an Australian Apprenticeship scheme?
<i>If ineligible, list units/modules yet to be completed (or attach syllabus report with units/modules highlighted)</i>					
Unit/Module Code	Unit/Module Title				
I hereby certify that the student is eligible/ineligible to receive the listed award			Program Area: .....		
..... <i>(Signature of Head of Program or Delegated Officer)</i>			Campus: .....		
..... <i>(Print Name)</i>			Ext No: ..... Date: .....		

## SECTION C: STUDENT CENTRE TO COMPLETE

Receipt of application			Issuing of certificate		
Application No: .....			Listing for AB: Date Approved .....		
ACTION	DATE	INITIALS	ACTION	DATE	INITIALS
Student and course details verified			Student's record updated		
Transcript of results attached			Student notified of outcome		
Form forwarded to School for authorisation			Certificate number issued .....		

**SMB Campus**  
 Lydiard Street South  
 PO Box 668 Ballarat 3353  
 Tel: 03 5327 8000 Fax 03 5327 8001

**Horsham Campus**  
 Baillie Street  
 Po Box 300 Horsham 3402  
 Tel: 03 5362 2600 Fax: 03 5362 2610

**Warning – Uncontrolled when printed! The current version of this document is kept on the UB website.**