

Family Name: _____ Given Name: _____

Student ID: _____ DOB: ____/____/____

Contact No: _____

Course undertaking (if applicable): _____

Document required:

- | | |
|---|--|
| <input type="checkbox"/> End of Course Certificate* | <input type="checkbox"/> Reference letter |
| <input type="checkbox"/> Attendance Certificate* | <input type="checkbox"/> Letter for overseas bank loan purpose |
| <input type="checkbox"/> Attendance letter | <input type="checkbox"/> Letter of completion |
| <input type="checkbox"/> Confirmation letter | <input type="checkbox"/> Other _____ |

**Please refer to Terms and Conditions stated at the back.*

Purpose for applying:

Comments:

Collection Information:

All documents require **5 working days** before collection.
Please mark your **collection preference** on the boxes below:

In person from Primus English campus

Expect to be collected on ____/____/____ Time: _____

By someone else (please fill the details):

Name of person: _____ Date of Birth: _____
Relationship to you: _____ Contact No.: _____

By Mail to my address (please fill the details):

Address: _____
Suburb: _____ State _____ Postcode _____

Continues on next page.

Terms & Conditions

- You must give your correct and up to date details
- All fees due must be paid before applying for a Issuance of Certificate
- If you want someone else to collect your Certificate on your behalf, the person must present his/her photo ID as a proof on pick up.
- Under no circumstances will your Certificate be faxed or emailed to you or to anyone else.
- You will get an original copy of your Certificate totally free of cost but if you need more than one copy a charge of AUD \$20 will apply. If you lose your certificate, you need to re-apply and a cost of AUD \$20 will be applicable.
- The Certificate is usually ready within 5 working days from the date of application received by the institute but if delay occurs under exceptional circumstances the institute will not be responsible.
- You must collect your Certificate from Student Administration after the given period of time.
- We will send you the e-mail confirmation that your certificate is ready to collect if you request this.

I have read all the terms and conditions of Certificate Issuance by Primus English and I understand them completely. I hereby state that the information that I have provided here is true and correct. If I do not receive my certificate on time because of false, misleading or incomplete information the institute will not be responsible.

Student Full Name: _____ **Date:** _____

Student Signature: _____

Office Use Only

Document ready for collection

Processed by: _____

Date: ___/___/___