



NAFET

National Academy of Further Education & Training

Application for Statement of Attainment

Students are to complete and submit this form if they have completed part of their qualification and wish to apply for a Nationally Recognised Statement of Attainment. Allow for 10 working days for your application to process. Please also note that a processing fee of \$15.00 is payable at collection.

Student ID No.									
Given Name(s)									
Surname									
D.O.B (dd/mm/yyyy)					Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Course									
Address									
Suburb					Postcode				
Home Phone					Mobile Phone				
Email									
Signature					Date	/	/		

Course Coordinator's Name			
Partial Course Completed:			
Date of Last Unit Assessed / Cancellation Date			
Final Student Progress Report Provided by Course Coordinator	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Office Use Only			
Received by Administration	Name:		Date: / /
Comments			
Administration Executive Signature			Date: / /
Action Required	Actioned By	Date	
<input type="checkbox"/> PEO checks all final units updated in system and student folder		/ /	
<input type="checkbox"/> PEO checks all units meet packaging rules		/ /	
<input type="checkbox"/> Finance Department check no accounts outstanding		/ /	
<input type="checkbox"/> All documents filed in student folder – Administration Department		/ /	
<input type="checkbox"/> SOA printed		/ /	



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