



# NAFET

National Academy of Further Education & Training

## Application for Completion Certificate

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

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

<b>Course Coordinator's Name</b>			
<b>Course Completed:</b>			
<b>Date of Completion:</b>			
<b>Final Student Progress Report Provided by Course Coordinator</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Office Use Only			
<b>Received by Administration</b>	<b>Name:</b>		<b>Date:</b> / /
<b>Comments</b>			
<b>Administration Executive Signature</b>		<b>Date:</b>	/ /
<b>Action Required</b>	<b>Actioned By</b>	<b>Date</b>	
<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"/> Certificate printed		/ /	



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