

Application for Replacement Award



Murdoch
UNIVERSITY

Please return original application form to: Graduations Office, Murdoch University, 90 South Street, Murdoch WA 6150.
Graduations Office contact details: telephone +61 8 9360 6536 or email graduations@murdoch.edu.au

Conditions

- Where the original award has been lost, destroyed or stolen the Statutory Declaration must accompany this form and is to be signed/stamped by a Notary person .
- If your original award has been damaged, to replace the original we require the damaged award to be returned. The Statutory Declaration is not required.
- For awards to be collected by a third party, the applicant must provide a letter of authority.
- Applicants and authorised third parties must provide photographic identification if collecting.
- The fee for reissuing an award is \$AUD 30 (all fees in \$AUD) per award. Your award will not be reissued until full payment is received
- **To assist us with payment card data security we recommend use of the preferred method of payment which is providing us with contact details and we will contact you to process the payment.**

I wish to apply for a replacement of my Award.

Postal Address for Replacement Documents

Date: / /

Student ID: Title:

Family Name: Telephone:

Given Names:

Address:

Email:

Award Details

Please indicate the degree or degrees that need to be replaced (e.g. Bachelor of Commerce – Accounting)

Degree 1:

Year of Completion: Award Number (if known):

Degree 2:

Year of Completion: Award Number (if known):

Please select how you would like to receive your award

Registered mail within Australia

Couriered mail overseas

Collect from Office

Office Use Only

Receipt No:

Award No:

Original Conferral Date:

Entered Callista:

Award Posted:

Award Collected:

Entered FM:

Preferred Payment Option:

To enhance payment card data security kindly provide a contact telephone number below. Once the form is received, the Graduations Office will telephone you to take the payment

Telephone:

The information below is sensitive and must be destroyed

Other Payment Option:

Please only include your credit card details if you are submitting this form via post. **Do not include your details if this form will be sent via email.**

Payment Details

Murdoch Student Number:

Cash*

Cheque/Money Order**

Credit Card

Visa

Mastercard

Amount Payable \$

Card Number:

Name of Cardholder:

Expiry Date: /

CVV/CNV

This is the 3-digit number or last 3 digits of the number shown on the signature panel on the back of your card

Authorisation for use of credit card (if cardholder is not the person named in Personal details section):

I hereby authorise (for third party payments) to use my credit card for payments to Murdoch University

Receipt No:

Signature:

Date: / /

* Cash to be paid in person only

** Cheques are made payable to Murdoch University

**THIS STATUTORY DECLARATION IS ONLY TO BE COMPLETED IF ORIGINAL AWARD IS NOT RETURNED
(ie Lost/Stolen/Destroyed/Not Received etc)**

¹,

make the following declaration under the *Statutory Declarations Act 1959*:

²Do solemnly and sincerely declare that I completed my:

Award/s Title

My Award has been:

Lost Stolen Destroyed

Not Received Other (please explain)

I request a replacement Award. I hereby declare that should I recover the original Award I shall return the document to the University.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

³Signature:

Declared at ⁴ on ⁵ of ⁶ /

Before me,

⁷Signature:

⁸

¹ Insert the name, address and occupation of the person making the declaration

² Set out matter declared to in numbered paragraphs

³ Signature of person making the declaration

⁴ Place

⁵ Day

⁶ Month and Year

⁷ Signature of person before whom the declaration is made (see over)

⁸ Full name, qualification and address of person before whom the declaration is made (in printed letters)

A statutory declaration under the Statutory Declarations Act 1959 may be made before—

- (1) A person who is currently licensed or registered under a law to practise in one of the following occupations:
 - Chiropractor, Dentist, Legal practitioner
 - Medical practitioner, Nurse, Optometrist
 - Patent attorney, Pharmacist, Physiotherapist
 - Psychologist, Trade marks attorney, Veterinary surgeon
- (2) A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
- (3) A person who is in the following list:
 - Agent of the Australian Postal Corporation who is in charge of an office applying postal services to the public
 - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
 - Bailiff
 - Bank officer with 5 or more continuous years of service
 - Building society officer with 5 or more years of continuous service
 - Chief executive officer of a Commonwealth court
 - Clerk of a court
 - Commissioner for Affidavits
 - Commissioner for Declarations
 - Credit union officer with 5 or more years of continuous service
 - Employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
 - Employee of the Commonwealth who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
 - Employee of the Australian Trade Commission who is:
 - Fellow of the National Tax Accountants' Association
 - Finance company officer with 5 or more years of continuous service
 - Holder of a statutory office not specified in another item in this list
 - Judge of a court
 - Justice of the Peace
 - Magistrate
 - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
 - Master of a court
 - Member of Chartered Secretaries Australia
 - Member of Engineers Australia, other than at the grade of student
 - Member of the Association of Taxation and Management Accountants
 - Member of the Australasian Institute of Mining and Metallurgy
 - Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
 - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 - Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
 - Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
 - Notary public
 - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office applying postal services to the public
 - Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
 - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
 - Police officer
 - Registrar, or Deputy Registrar, of a court
 - Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
 - Sheriff
 - Sheriff's officer
 - Teacher employed on a full-time basis at a school or tertiary education institution