

PAYMENT DETAILS

Applications cannot be processed until payment is received.

This document becomes a Tax Invoice upon payment. Please make a copy of this form for your own taxation records as no receipt will be supplied.

Here is my payment for the amount of \$.

Cheque or Money Order (payable to the VCAA) Mastercard Visa

Card number Expiry date /

Cardholder's name

Cardholder's signature Date / /

Telephone ()

Mobile

DECLARATION

I declare that to the best of my knowledge the information supplied on this form is correct and complete.

Applicants signature Date / /

REPLACEMENT RESULTS AND CERTIFICATES EXPLANATORY NOTES

VCE Statement of Results

VCE statements of results from 1991 contain Year 11 and Year 12 subjects, S and N unit results and grades. Statements of results (VCE, HSC and Matriculation) before 1991 contain only Year 12 results.

VCE statements of results from 1994 onwards contain study scores. For the years 1992–1993 study scores were calculated and issued by the Victorian Tertiary Admissions Centre (VTAC). All queries about study scores for these years should be directed to VTAC.

Tertiary Orientation Programs (TOP), Approved Study Structures (STC) and the Technical Year 12 (T12) results are available.

Intermediate and Leaving Statement of Results

Intermediate (Year 10) results are available for the years 1931–1967.

Leaving (Year 11) results are available for the years 1931–1972.

Victorian Certificate of Education

The Victorian Certificate of Education contains the student's name, year of completion and student number. It states that the student has satisfied all the requirements for the VCE. No subjects or results appear on the certificate.

Vocational Education and Training in Schools (VET) Statement of Module Results

The replacement VET Module Results statement lists each satisfactorily completed module.

Obtaining results on behalf of another person

A friend or relative may obtain results on another person's behalf only if they provide one of the following:

- a *signed* letter of authorisation from the applicant stating their name, address, study details, etc. and stating that he/she permits you to act on his/her behalf.
- a certified photocopy of a Power of Attorney that gives them the right to act on the student's behalf.

If neither a signed letter of authorisation or a Power of Attorney is offered then no results will be issued. It is a criminal act to forge a signature.

Delivery of replacement results and certificates

All replacement results and certificates are posted to the applicant. The applicant may arrange to personally collect the results. *Results and certificates cannot be faxed or emailed.*

Payment

All payment is by cheque, money order or credit card. *Applications cannot be processed until payment is received.*