VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

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VICTORIA State Government

# Application for replacement results or certificate

## COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of facilitating an application for replacement results, certificates and/or statements, including processing the payment of relevant application fees. The information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors in the VCAA Student Records and Results Unit for and in connection with the abovementioned purpose and will not otherwise be used or disclosed by the VCAA, except with the consent of the individual, or if the VCAA is otherwise required or authorised by law to do so. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. If the requested information is not provided, the application cannot proceed. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. To do so, please contact, VCAA Student Records and Results Unit on 9032 1742. The VCAA Privacy Policy can be found at: www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx

**Please print clearly and in CAPITAL LETTERS.**

## PERSONAL INFORMATION

**Title**
*(Mr, Mrs, Miss, Ms)*

**Surname**
*(Please make sure that you enter your surname as used at the examinations)*

**Given names**
*(In full)*

**Current Surname**
*(If now different)*

**VCAA Student Number** **Date of birth** D D / M M / Y Y Y Y

**Current Address**

**State** **Postcode**

**Telephone** ( ) **Telephone** ( )
*(business hours)* *(home)*

**Email**

**Year for which a certificate or statement of results is required**

**Name of school attended**

## REPLACEMENT OF RESULTS REQUIRED

Be advised that Results cannot be received electronically.

**Please tick the applicable options.** Fees and charges are exclusive of GST unless stated otherwise.

- ☐ Victorian School Intermediate Examination – before 1968 ($39.30)
- ☐ Victorian School Leaving Examination – before 1973 ($39.30)
- ☐ Victorian Matriculation Examination – before 1970 ($39.30)
- ☐ Victorian Higher School Certificate Examination – before 1987 ($39.30)
- ☐ VCE Statement of Results – 1987 onwards ($39.30)
- ☐ Vocational Education and Training in Schools (VET) Statement of Results – 1997 onwards ($39.30)
- ☐ Victorian Certificate of Applied Learning (VCAL) Statement of Results – 2002 onwards ($39.30)
- ☐ Victorian Certificate of Education ($30.90). This certificate contains no subject, unit or grade results.
- ☐ Victorian Certificate of Applied Learning ($30.90). This certificate contains no subject, unit or grade results.
- ☐ GAT Statement ($16.55)
- ☐ Certified Copy – 2017 Results only ($16.55) available until 14 September 2018 only
- ☐ Full replacement set (statement of results/GAT statement) – 2017 Results only ($38.50) available until 14 September 2018 (No priority available)

- ☐ A 24-hour Processing Priority Service is available. An additional fee of $27.40 (including GST) applies.
  Note: Your request will be processed within 24 hours of receipt. Delivery by Australia Post will take longer than 24 hours.
- ☐ Normal waiting period is seven working days following return of the application form and payment.

***Please turn over for payment options***

## 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** M M / Y Y

**Cardholder's name** ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

**Cardholder's signature** _____ **Date** _____ / _____ / _____

**Telephone** *(business hours)* ( ☐☐ ) ☐☐☐☐☐☐☐☐ **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.*