



Application for Replacement Results or Certificate

VCAA PRIVACY STATEMENT

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Education and Training Reform Act 2006*. The VCAA is committed to protecting all information collected and handling this data in accordance with the *Information Privacy Act 2000*. All of the information we collect from you will be kept secure and confidential.

PERSONAL INFORMATION (Please make sure that you enter your family name as used at the examinations.)

Title (Mr Mrs Miss Ms)

Family name (block letters) _____

Given names (in full) _____

Previous family name (if now different) _____

Student number (if known)

Present address _____

Postcode _____ Date of birth _____

Telephone number (work) _____ (home) _____

Email address _____

State the year for which a certificate or statement of results is required _____

State the school attended _____

REPLACEMENT OF RESULTS REQUIRED (Please tick where applicable) Fees and charges are exclusive of GST unless shown otherwise.

- | | |
|---|--|
| <input type="checkbox"/> Victorian School Intermediate Examination – before 1968 (\$31.10) | <input type="checkbox"/> Victorian Certificate of Education (\$24.50). This certificate contains no subject, unit or grade results. |
| <input type="checkbox"/> Victorian School Leaving Examination – before 1973 (\$31.10) | <input type="checkbox"/> Victorian Certificate of Applied Learning (\$24.50). This certificate contains no subject, unit or grade results. |
| <input type="checkbox"/> Victorian Matriculation Examination – before 1970 (\$31.10) | <input type="checkbox"/> GAT Statement (\$13.10) |
| <input type="checkbox"/> Victorian Higher School Certificate Examination – before 1987 (\$31.10) | <input type="checkbox"/> Certified Copy – 2008 Results only (\$13.10) available until 23/10/2009 only |
| <input type="checkbox"/> VCE Statement of Results – 1987 onwards (\$31.10) | <input type="checkbox"/> Full replacement set (statement of results / GAT statement) – 2008 Results only (\$31.10) available until 23/10/2009 only (No priority available) |
| <input type="checkbox"/> Vocational Education and Training in Schools (VET) Statement of Results – 1997 onwards (\$31.10) | |
| <input type="checkbox"/> Victorian Certificate of Applied Learning (VCAL) Statement of Results – 2002 onwards (\$31.10) | |

A 24-hour Processing Priority Service is available. An additional fee of \$21.70 (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 7 working days following return of the application form and payment.

DECLARATION

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

Applicant's signature

Date

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)

Visa Card Master Card Card No.

Cardholder's Name: (Mr/Mrs/Ms/Miss) _____
First Name Initial Family name

Cardholder's signature _____ Expiry date

Telephone _____
Business Private Mobile

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 1992–93 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 1931–67.

Leaving (Year 11) results are available for the years 1931–72.

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 either:

- A. 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 or;
- B. A certified photocopy of a Power of Attorney which 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.**

Payment

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