



QUALIFICATION/STATEMENT OF ATTAINMENT APPLICATION FORM

This form is to be filled out for every application and forwarded to Beauty & Hair Academy of Australia – PO Box 70, Mill Park Vic 3082
Upon receipt of this form, BHA will finalise your file, you will be issued with a Qualification or statement of attainment for any competencies you have achieved within 14 days. Qualifications or Statement of Attainment cannot be provided until all outstanding fees have been paid in full.
If you wish to have a third party to pick up your certificate or statement of attainment on your behalf, please ensure you give BHA written permission, the permission letter must be given to the BHA with this form.

Applicant Details		Yes	No
Have your contact details changed since you last advised us of them?			
Surname:		Title:	Mr/ Mrs/ Miss/ Ms
First Name:		DOB:	
Postal Address:			
Suburb:		Postcode:	
Telephone:		Fax:	
Email:		Mobile:	

Course/Qualification Title:	
Completion Date:	
Delivery Instructions	<input type="checkbox"/> Please mail to me at the above address via registered post at a cost of \$20.00 Please note BHA does not send certificates through regular mail. <input type="checkbox"/> I will collect from the Reception Desk after 14 days on ____ / ____ / ____ at ____ am/pm Payment to BHA is required prior to the Qualifications or Statements of Attainment being posted.
Fees	<input type="checkbox"/> A fee of \$50.00 applies for Reprints of Qualifications or Statements of Attainment <input type="checkbox"/> A fee of \$15.00 applies to copies of results printed directly from VETTRAK. Payment to BHA is required prior to the re-issue.

Student to sign	
Signature:	
Name:	Date:

Receipt of Qualifications or Statements of Attainment I Form				
Date Received:	Approval	Signed: (RTO Admin Manager)	Name: (RTO Admin Manager)	Date:
	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Qualification/Statement of Attainment Fees and Charges
 Upon completion of this form, BHA will process any outstanding fees and charges and will advise the student concerned.
 If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office Beauty & Hair Academy of Australia - PO Box 70, Mill Park Vic 3082
 Please refer to our Fees, Charges and Refund Policy for complete details.



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Student to sign once certificate/SOA has been picked up from BHA		
Signature:		
Student Name:		Date:
BHA Representative Signature:		
Name:		Date:

Office use only				
		<i>Signed: (RTO Admin Manager)</i>	<i>Name: (RTO Admin Manager)</i>	<i>Date:</i>
<i>Vettrak Updated with Certificate /SOA issue details</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Has the Certificate register been updated</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Has the students file been audited</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Has the students file been archived</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			