

Application for Replacement Parchment

TOI-OHOMAI

Institute of Technology

Please note that if you were awarded your qualification prior to 1990 you will need to contact the New Zealand Qualification Authority (NZQA) directly on 0800 697 296 or +64 (4) 463 3000.

0800 86 46 46
academicservices@toiohohmai.ac.nz
www.toiohohmai.ac.nz

1. Personal Details

Family name:	First or other names:
Date of birth:	Enrolled name (if enrolled under different name):
Person code number (Student ID):	Last year enrolled:
Email address:	Telephone number:
Postal address:	
Qualification(s) undertaken:	
Year awarded:	
The cost of a parchment (certificate) is NZD \$65.00.	

2. Explanation

Please explain why you require a replacement parchment, i.e. the original has been damaged, lost, stolen. Please provide any supporting documentation (this includes your damaged parchment if you still have it):

3. Declaration

I confirm that the information I have provided in this form is true and correct, including the explanation given as to why I require a replacement parchment. I understand that it is an offence under the Crimes Act 1961 to falsify information.

Applicant's signature:	Date:
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4. Identification

Attach a Certified copy of your passport or driver's licence to this form.
A 'Certified' copy is a photocopy of your original documents, signed as being a true and accurate copy by a Justice of the Peace, Solicitor or Registrar/Deputy Registrar of the Courts.

5. Delivery method

Please indicate your preferred delivery method

Option 1: I will collect from Toi Ohomai Institute of Technology, main reception at:

- Mokoia Campus (Rotorua) Taupō Campus Tokoroa Campus Whakatāne Campus
 Windermere Campus (Tauranga)

There is no charge for collecting your parchment. If you would like to collect your parchment, you will need to show photo identification upon collection from reception. You will be contacted when your parchment is ready for collection. Please allow up to 5 working days to collect from our regional campuses.

Option 2: I would like my parchment delivered, please select one delivery option from below:

Postage	Costs	or	Courier	Delivery Time	Costs
<input type="radio"/> NZ	\$3		<input type="radio"/> NZ	1-3 days	\$7.80
<input type="radio"/> Australia/Pacific	\$5		<input type="radio"/> Australia	1-3 days	\$36.50
<input type="radio"/> Rest of world	\$7		<input type="radio"/> South Pacific	2-5 days	\$59.00
			<input type="radio"/> Asia	2-5 days	\$59.00
			<input type="radio"/> North America, UK, Europe	2-5 days	\$69.00
			<input type="radio"/> Rest of world	2-5 days	\$69.00

6. Payment required

Parchment \$65

Deliver fee (if not collecting) \$

Total NZD \$

7. Payment method

Credit Card

Please select one: Visa Mastercard

Name of card holder:

Card number: Expiry date:

Card holder's signature: Date: CVC:

Internet Banking

Toi Ohomai Institute of Technology 03 0435 0470124 00

Particulars: *Your person code number (Student ID number) Code: Your surname*

Reference: *Parchment*

Cheque

8. Send your application

Scan and email your application to academicservices@toiohoma.ac.nz

Office Use Only

Payment received (signature): Date: Receipt No.: Receipt attached: Yes / No

Enrolment debts checked (signature): Debt: Date:

Library check complete (signature): Debt: Date:

Archives (courses prior to 1998) / DMC (courses from 1998) (signature):

Money owed by student. Application returned to student. No further action will be taken until debt is cleared

Student contacted for collection (signature): Date:

Parchment mailed (signature): Date: