

# Application for Replacement Award/Certificate/Testamur

- Use this form to apply for a replacement certificate of course completion (also referred to as an award or testamur) for your prior completed studies with Box Hill Institute or Centre for Adult Education (CAE).
- Return to:  
**Student Administration Services**  
**Box Hill Institute, Private Bag 2014, Box Hill, VIC 3128**  
Email: [studentadmin@boxhill.edu.au](mailto:studentadmin@boxhill.edu.au) (signed PDF attachment only)

## Student Details

Name:		
Student ID:		Date of Birth (dd-mm-yyyy)
Phone:		Email
Address: (current)		
Address: (at time of study)		
Email at time of study (if different to the above)		

## Course Details

Course Name:		
Course Code:	Year/s of Study	

## Reason for Request

Loss or destruction of original certificate
Digital certificate via My eQuals (where original certificate was issued in hard copy prior to September 2025)
Other (please state)

## Replacement Certificate Options & Cost

		Course Completions from 1992 onwards	Pre-1992** Course Completions
Digital replacement* (via My eQuals)		\$40.00	\$80.00
Hardcopy replacement - in person collection at Box Hill – Elgar Campus (must show ID)		\$80.00	\$120.00
Hardcopy replacement – with standard postage within Australia		\$80.00	\$120.00
Hardcopy replacement – with international registered mail overseas		\$110.00	\$150.00
Hardcopy replacement – with courier overseas (Fedex & tracked)		\$170.00	\$210.00

Certificate replacements include an attached academic transcript for courses completed from 1992 onwards (short courses excepted).

\*Students whose certificates were issued prior to September 2025 may wish to purchase a Digital Certificate to take advantage of the features of the My eQuals Digital Certificate service. My eQuals was introduced at Box Hill Institute in September 2025. It allows you to access your certified documents 24/7 and view them in high definition. You can share an official copy online with interested parties, such as employers, professional accreditation organisations and other educational institutions. You can also download a copy. Your email address is used for registration with My eQuals.

\*\* Pre-1992 course completions – fee includes \$40 search fee, which is chargeable irrespective of whether the record is able to be retrieved. Requests for pre-1992 records may take up to 4 weeks to process.

## Consent

**Your Privacy:** Your personal information will be collected and used for the purposes set out in Box Hill Institute's Information Privacy Collection Notice – available to be viewed on the Institute's web site at [www.boxhill.edu.au](http://www.boxhill.edu.au).

I declare the information I have provided is true and correct.

I consent to Box Hill Institute releasing my Award/Certificate/Testamur to my current address or digitally via My eQuals as requested.

Signature:

Date:

Complete payment details on Page 2

## Payment

**Total Cost:**

\$

### Method of Payment

In person (payment at Customer Care counter)  
 By Mail/Email (complete payment details below)

Card Type:  Visa  MasterCard

Card Number:

Expiry: (mm-yy)

CCV (3 digits)

Card Holder Name:

Signature:

Date

Note:

#### Senior Secondary

For students who completed the VCE (Victorian Certificate of Education) certificate and result replacements are ordered via the **Victorian Curriculum and Assessment Authority (VCAA)**. Refer to:  
[www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

#### Apprenticeships

For students who completed an apprenticeship in Victoria and are seeking a copy of their trade papers, replacements are ordered via the **Victorian Registration and Qualifications Authority (VRQA)**. Refer to:  
[www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)

#### Box Hill Institute – former entities

Box Hill Institute has incorporated the former entities or titles:

Box Hill Institute of TAFE, Box Hill College of TAFE, Centre for Adult Education (CAE), Whitehorse Technical College, Box Hill Technical School

## Office Use

Replacement processed – Date:		Staff Name:		Recorded in S1 Student Comments	
Issuance method:					
Further Comments:					