

Request for Replacement/Additional Australian Higher Education Statement (AHEGS)

This form is to be completed when a replacement or additional AHEGS is requested. Please complete the form and make payment by returning the form to any Student Hub at the Callaghan Campus; City Precinct; or Ourimbah Campus. Requests submitted by post to: Graduation and Prizes, Level 1 Student Services Centre, University of Newcastle, CALLAGHAN NSW 2308. Payment can be made by credit card or cheque/money order payable to the "University of Newcastle". Please note that processing of the requests will take up to four weeks. If you require any further information, please contact Graduations and Prizes on 0249215000

Please note: The replacement of a lost or damaged AHEGS, or additional copies will incur a \$50 fee. This fee may be waived in extenuating circumstances at the discretion of the Manager, Graduation and Prizes, and only on provision of a Statutory Declaration explaining the rationale for a fee waiver.

If you wish to appeal the content of your AHEGS (e.g. incorrect or incomplete information), please submit your request in writing to ahegs@newcastle.edu.au.

Step 1 - Graduate to complete details

Student Details

Student Number _____ Date of Birth _____

Family Name: _____ Other Name(s): _____

Degree Title: _____

Address Details

Address: _____

City: _____ State: _____ Post Code: _____

Country: _____

Phone: _____ Email: _____

Mail/Collection Details

Date AHEGS is required: _____ Mail Collect (please tick)

Signature _____ Date: _____

Step 2 - Student to make payment (\$50.00)

Attach receipt to top left corner

Or

Date: _____

Fill in credit card payment form

Step 3 - Student returns form and receipt in person to: a Student Hub or by post to: Graduation and Prizes, Level 1 Student Services Centre, University of Newcastle, Callaghan NSW 2308

Office Use Only

Date AHEGS ordered: _____ Reprint Number _____ Date: _____

AHEGS Mailed: Registered Post Number: _____ Date _____

AHEGS Collected: Signed (Student or Agent) _____ Date: _____



**PAYMENT
CREDIT CARD
BY MAIL OR FAX **

❖ VISA ❖ MASTERCARD *accepted*

If you are paying an Invoice, Library Fine, etc., please quote the type and reference number of the relevant document in the space provided below. Please attach a copy of your document or fine where possible.

Student/Customer No.

Name (in full):
(PLEASE PRINT ALL DETAILS)

Address:

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Telephone contact: (Home) (Work)

Details of your payment

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ACCOUNT NUMBER TO BE CHARGED Must be completed in full (11 Digits) OFFICE USE ONLY											

TOTAL AMOUNT TO BE CHARGED AGAINST YOUR CREDITCARD \$

TYPE OF CREDITCARD

❖ Mastercard ❖ Visa *(Please circle the appropriate card)*

Cardholder's Name:

Expiry Date of Card: -

Card No.

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Signature:



Mail your payment to:

**THE CASHIER
THE UNIVERSITY OF NEWCASTLE
STUDENT SERVICES CENTRE
CALLAGHAN NSW 2308 AUSTRALIA**



Facsimile to:

(+612) 4921 7418 (Attention: THE CASHIER)

**Statutory Declaration
OATHS ACT 1900, NSW, EIGHTH SCHEDULE**

"I, (Full Name)

Of (Address) Post Code:

(Occupation) in the State of New South Wales, do solemnly

and sincerely declare that:

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and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the ***Oaths Act, 1900***.

Declared at, this day of 201

Before me:

..... (Signature of JP)
..... (Print Full Name of JP)
..... (NSW Registration Number)

..... Declarant (Signature) (This must only be signed in the presence of the JP)

Penalties for False Statutory Declarations
The ***Oaths Act 1901*** provides that any person who wilfully and corruptly makes a Statutory Declaration to gain material benefit as a consequence of the untrue particular is guilty of an offence and is liable on conviction on indictment to imprisonment for a term not exceeding 7 years. If the offence is swearing a false declaration that does not involve material benefit, the penalty is up to 5 years imprisonment.