TAFE VICTORIA

holmesglen

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Proxy authorisation for collection of Testamur or Statement of Attainment

Holmesglen Student ID Number

Student Details

Surname

Date of Birth (day-month-year)

Given Name(s)

Mobile Number

Unit Number/Street Number/Street Name

Telephone Number

Suburb

State

Postcode

Qualification Details

Please select: ☐ Full Program (eg. Cert IV in Information Technology) ☐ Unit/s (eg. First Aid, Food Safety) Year Completed

Program Title / Unit Description

Declaration

I hereby authorise Holmesglen Institute to release my testamur or Statement of Attainment (detailed above) for collection by the person nominated below (Proxy) on my behalf.

Name

Signature

Date

Proxy Details

Surname

Given Name(s)

Organisation

Address

Postcode

Telephone Number

Email Address

Proxy Signature

Date

Please note: Holmesglen staff cannot be nominated as a Proxy

1. Fill in this form to authorise another person to collect your testamur or Statement of Attainment on your behalf. Your testamur or Statement of Attainment is a legal document and Holmesglen Institute requires your written and signed authorisation for another person (a Proxy) to obtain this.
2. Your Proxy should take the completed form to the Information Office, Chadstone campus for processing.
3. Your Proxy must bring a proof of identity eg. Driver Licence for verification purposes.
4. If you have a hold on your account, eg. outstanding balance, documentation will not be released until the hold has been removed.

OFFICE USE ONLY

☐ **Verification of Identity** (tick box)
Sighting and verification of current Driver Licence or Passport

Date issued to Proxy

Name of Administrative Officer

Signature

Date