



Replacement of Certificate

Purpose

This policy covers process to undertake in the event that a student requires a replacement certificate to be issued.

Scope

This policy is to be made available to all AIFL staff for information and direction. This policy must be filed with other AIFL policies and procedures.

Procedure

- In the event that the student has misplaced or for some reason they didn't receive their certificate, the student can request that another one be issued.
- The student administration staff will print another certificate, and stamp the certificate with 'COPY' so that all parties involved are aware that it is not the original that was issued.
- Certificates will be mailed using Registered Mail to distance students.