

5 – PAYMENT DETAILS

The cost of having your Testamur replaced is \$25.00. Please select your payment method:

Credit Card Cheque Bank Cheque Cash EFTPOS Direct Deposit Money Order

If paying by cheque, bank cheque or money order, please attach it securely to this form.
Credit Card and Direct Deposit details are on page 2 of this form
Cash and EFTPOS payments will only be accepted if you lodge this form in person at Student Administration.
Do not attach cash to this form.

For credit card payments, please provide your details below:

Type of Credit Card:

Visa Master Card American Express Other (please specify)

Card holder name:

Card Number: / / /

Expiry Date: /

Amount: \$

Signature:

X SIGN HERE

Direct deposit payments can be made to our account at:

Account Name: Australian College of Applied Psychology
BSB: 036 000
Account Number: 806586

* **Reference:** When using this direct deposit, please ensure you record your **full name** or **student number** in the payment description so we may identify your payment.

7 – CHECK LIST

- I have completed the Statutory Declaration on page 3 of this form
- I have attached my original Testamur to this form
or
- I have not attached my Testamur to this form because it has been lost or stolen
- I have paid the \$25.00 fee, or have included my credit card details on page 2 of this form and give permission for the Australian College of Applied Psychology to process my payment of \$25.00

5 – DECLARATION AND SIGNATURE

I certify that the information provided on this form is true and correct. I have provided a Statutory Declaration with my application for a replacement Testamur and have had it certified by one of the persons listed on page 4 of this form.

I agree that if my original certificate is found, the replacement certificate that I am applying for on this form, will be returned to the Australian College of Applied Psychology within seven days.

I am aware that the Australian College of Applied Psychology Student Handbook is available online at www.acap.edu.au. By signing this form I acknowledge that I have read and understand the policies, procedures and terms set out in the Australian College of Applied Psychology Student Handbook and I agree to be bound and abide by the policies, procedures and terms set out in the Student Handbook, as amended from time to time.

Student Signature

X SIGN HERE

Date

DD/MM/YYYY

Date Received

Office Use Only Office Use Only
Office Use Only Office Use Only

Other than as authorised or required by law, the College will only use information collected via this form for the purposes for which it is being collected and in accordance with the College's functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as DEST and other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, records management, other laws and the College's policies.

Please lodge this form on campus at Administration or post to:

Australian College of Applied Psychology
C/O Sydney Administration
Locked Bag 11
Strawberry Hills NSW 2012
Ph: (02) 9964 6302
Fax: (02) 9964 6370

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ _____ on ⁵ _____ of ⁶ _____

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution