



## 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 [ahogs@newcastle.edu.au](mailto:ahogs@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: .....

.....

Telephone contact: ..... (Home) ..... (Work)

Details of your payment .....

.....

.....

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

**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)**

