

NaSA Qualification Reprint Form 2016 Version 1.0

Brief Introduction and Instructions

Questions? Please contact us

If you are a National School of Aesthetics graduate, and you have misplaced or damaged your NaSA qualification(s) (certificate[s] and/or diploma[s], hereafter referred to as "certificate"), you can apply to have them reprinted. Fill out this form and return it to us with supporting documentation and payment.

- Use a blue or black pen.
- Print answers in NEAT BLOCK LETTERS.
- Initial all pages in the bottom right corner.
- Sign and date the back page of the form.

Current Certificates

Select the appropriate replacements

- | | |
|--|---|
| <input type="checkbox"/> Diploma in Beauty Therapy | <input type="checkbox"/> Diploma in Spa Therapies |
| <input type="checkbox"/> Certificate in Nail Technology | <input type="checkbox"/> Certificate in Aesthetics (Facial Therapy) |
| <input type="checkbox"/> Certificate in Physiatrics (Body Therapy) | <input type="checkbox"/> Certificate in Electrology (Epilation) |

Previous Certificates

Select the appropriate replacements

- | | |
|--|--|
| <input type="checkbox"/> Aestheticienne Diploma | <input type="checkbox"/> Physiatrics Diploma |
| <input type="checkbox"/> Manicure and Pedicure Diploma | <input type="checkbox"/> Electrology Diploma |

Other Certificates

Please print the name clearly below

Name on Certificates

Print answers CLEARLY in BLOCK LETTERS

We can only issue certificates using the name you legally enrolled with unless you can supply sufficient evidence of change of legal name.

Surname

First names

International Certificates (ITEC, CIBTAC, CIDESCO)

You should contact the relevant international governing body to have your certificates with them replaced.

Students Initials

Personal Details

Print answers CLEARLY in BLOCK LETTERS

Legal surname

Legal first names

Common name

Which name people normally call you

Enrolled name

The full name you were enrolled with us under

Address

List your address using
NZ Post Guidelines

			Postcode

Cell phone

Landline

Email address

Date of birth

Day		Month		Year			

NZQA number

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If your legal name is different from the name you enrolled with us under, you must supply evidence of the name change to us with this application, like a marriage certificate. It must be a verified photocopy.

Which Programme(s) Did You Study With Us?

Diploma in Beauty Therapy

Diploma in Spa Therapies

Certificate in Nail Technology

Certificate in Aesthetics (Facial Therapy)

Other (please list):

Which year did you complete your programme with us?

Year

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Shipping

Do you want your reprinted certificate(s) shipped to you?

If you answer yes, there is an additional charge for this.

Yes

No

Costs

These prices were accurate at the time of printing. Please check www.nasa.co.nz/fees/ for current fees.

One certificate \$40	Certificate set (5 max) \$100	Shipping Contact us
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Accepted Payment Types

You can pay by:

Cash	Visa or MasterCard	EFTPOS	Direct deposit
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Direct deposits can be made to our account 123 148 0065699 00. Please use your surname and first initial in particulars field and "DIPREPRINT" in the code field.

There may be an additional charge for using a credit card. Shipping charges are additional.

Declarations

In this document, the following substitutions will apply:

- The applicant / graduate is herein referred to as "you"
- Aesthetics House Limited, trading as The National School of Aesthetics, is herein referred to as "we"

1. You must pay your reprint fees in full as well as submit a completed application.
2. We will not print your reprint certificate(s) until you pay the associated costs, have met our requirements, and filled out the application form to our satisfaction.
3. We will only print your certificate(s) if we can match your name with the name of the graduate in the graduates' database we hold. If you are not in the database, we will not reissue certificate(s).
4. We print certificates in batches and will attempt to get yours printed at the earliest possible time. We may advise you about approximate timeframes. Usually, we print certificates in June and December.
5. If you have indicated you want your certificate(s) shipped to you, you understand we are not responsible for any damages or loss that may occur once the certificate(s) leaves our possession.
6. You need to supply proof of your identity. This must be a government-issued driver's license, passport or other photographic form of ID. If you are applying in person, bring the original with you. If you are applying remotely, supply a verified copy. A verified photocopy is a photocopy with a statement stating, "I certify this is a true and accurate copy" with a signature from someone who takes an Oaths under the Oaths Act. This includes solicitors, police officers, and Justices of the Peace.
7. We can only print your certificates in the name we have on file as your legal name unless you supply us with proof you have legally changed your name. This must be something from the Department of Internal Affairs, and we need to see the original or have a verified photocopy.
8. We reserve the right to reprint your certificate(s) on the current certificate stock we issue if we are unable to reprint it on the original certificate stock you were issued at your graduation or programme completion.
9. If you are still in possession of your original certificates, you need to return these to us.

Making a false declaration is an offence under the Crimes Act 1961.

Your signature verifies you understand, comprehend, and accept the terms and conditions as listed with this document. Your signature also verifies that, to the best of your knowledge, you graduated from The National School of Aesthetics (Christchurch, New Zealand, MoE Provider Code 8601) with the qualification(s) (certificate[s] and / or diploma[s]) you have indicated. You understand making a false declaration may be a crime under the Crimes Act 1961 and any subsequent amendments to that Act, and that any suspected attempts at fraud may be reported to the appropriate bodies, including the New Zealand Police.

Your Signature		Date									
			Day	Month	Year						

Signature on Behalf of the National School of Aesthetics

NaSA Signature		Date									
			Day	Month	Year						

Return This Completed Form with Supporting Documentation and Payment to:

Postal Address	<i>Post only</i>	Physical Address	<i>No postal delivery</i>
Qualification Reprints The National School of Aesthetics PO Box 1582 Christchurch 8140		The National School of Aesthetics 134 Antigua Street Addington Christchurch 8024	

OFFICE USE ONLY									
Received by								Date	
Payment Amt	\$		Type	<input type="checkbox"/> Cash	<input type="checkbox"/> CC	<input type="checkbox"/> EFT	<input type="checkbox"/> Debit	Date	
Printed by								Date	
Shipped by								Date	
If shipped, please place the courier label below.									