



# NaSA Qualification Reprint Form 2023 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. **Note:** The year in the title refers to the year this form was created.

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

**If you need an international certificate replaced (ITEC, CIDESCO), you need to contact them directly.**

Some of our records were lost in floods in the 1990s and the 2011 earthquakes.  
We can only reprint certificates we hold records for.  
We may not be able to reprint certificates without adequate evidence you graduated with us.

You can return this form:		
<ul style="list-style-type: none"> <li>• In person to reception</li> <li>• Via email to <a href="mailto:info@nasa.co.nz">info@nasa.co.nz</a></li> </ul>	<ul style="list-style-type: none"> <li>• By courier to: Qualifications Reprints The National School of Aesthetics 134 Antigua Street Addington Christchurch 8024</li> </ul>	<ul style="list-style-type: none"> <li>• By post to: Qualifications Reprints The National School of Aesthetics PO Box 1582 Christchurch 8140</li> </ul>

**Certificate(s) You Want Replaced** **Select the appropriate replacements**

*Current Certificates Offered* *Only for graduates from December 2019 onwards*

<input type="checkbox"/> New Zealand Certificate in Nail Technology [NZ3443]	<input type="checkbox"/> New Zealand Diploma in Beauty Therapy [NZ3445]
<input type="checkbox"/> New Zealand Certificate in Beauty Therapy [NZ3444]	

*Previous Certificates Offered* *Only for graduates from before December 2019*

<input type="checkbox"/> Diploma in Beauty Therapy (1985 – 2018)	<input type="checkbox"/> Diploma in Spa Therapies (2008 – 2015)
<input type="checkbox"/> Certificate in Aesthetics (2004 – 2018)	<input type="checkbox"/> Aestheticienne Diploma (1985 – 2003)
<input type="checkbox"/> Certificate in Physiatrics (2004 – 2018)	<input type="checkbox"/> Physiatrics Diploma (1985 – 2003)
<input type="checkbox"/> Certificate in Electrology (2004 – 2018)	<input type="checkbox"/> Electrology Diploma (1985 – 2003)
<input type="checkbox"/> Certificate in Nail Technology (2003 – 2018)	<input type="checkbox"/> Manicure Diploma (1985 – 1999)
<input type="checkbox"/> Other (please specify):	

Students Initials

Parents Initials

**Name on Certificates**

**Print answers CLEARLY in BLOCK LETTERS**

We can only reissue certificates using the name you legally enrolled under unless you can supply sufficient evidence of your change in your legal name like a marriage certificate. We will need to sight the original or physically receive a verified copy of the original. See "[What is a verified copy?](#)" on our Web site for more information.

Surname	<input type="text"/>
First names	<input type="text"/>

**Personal Details**

**Print answers CLEARLY in BLOCK LETTERS**

Legal surname	<input type="text"/>
Legal first names	<input type="text"/>
Enrolled name	<input type="text"/> <i>The full name you were enrolled with</i>

If your legal name is different from the name you enrolled with us under, you must supply sufficient evidence of your change in your legal name like a marriage certificate. We will need to sight the original or physically receive a verified copy of the original. See "[What is a verified copy?](#)" on our Web site for more information.

Address List your address using NZ Post Guidelines	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>
Cell phone	<input type="text"/>			
Email address	<input type="text"/>			

Date of birth

NZQA number / National Student Number

<input type="text"/>							
Day		Month		Year			

<input type="text"/>									
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We will require evidence of identity from you with your application.

This should be a photo ID. It does not need to be a verified copy.

See our Web site for what we can accept as proof of identity:

[www.nasa.co.nz/enrol/enrolment/#proof-of-identity](http://www.nasa.co.nz/enrol/enrolment/#proof-of-identity)

Students Initials
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Parents Initials
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**Which Programme(s) Did You Study With Us and When?**

*Current Programmes Offered* *Only for students starting from January 2019 onwards*

<input type="checkbox"/> New Zealand Certificate in Nail Technology [NZ3443]	<input type="checkbox"/> New Zealand Certificate and Diploma in Beauty Therapy [CO3691]
<input type="checkbox"/> New Zealand Certificate in Beauty Therapy [NZ3444]	

*Previous Programmes Offered* *Only for students starting before January 2019*

<input type="checkbox"/> Diploma in Beauty Therapy (1985 – 2018)	<input type="checkbox"/> Diploma in Spa Therapies (2008 – 2015)
<input type="checkbox"/> Certificate in Aesthetics (2004 – 2018)	<input type="checkbox"/> Certificate in Electrology (2004 – 2018)
<input type="checkbox"/> Certificate in Physiatrics (2004 – 2018)	<input type="checkbox"/> Certificate in Nail Technology (2003 – 2018)
<input type="checkbox"/> Other (please specify):	

*When Did You Complete This Programme?* *For all graduates*

In which month and year did you **complete** this programme with us?

Month			Year		

**Costs, Payment Types and Shipping**

These prices were accurate at the time of printing. See [www.nasa.co.nz/fees/](http://www.nasa.co.nz/fees/) for current charges.

Please select from the following and calculate your cost:

	Cost	Per	Number needed	Total
<input type="checkbox"/> Individual certificate	\$40	Per certificate		\$
<input type="checkbox"/> Certificate set (5 certificates maximum)	\$100	Per set		\$
<input type="checkbox"/> Shipping	Contact us	Shipping		\$
<b>Your total</b>				<b>\$</b>

*How will you be paying for this?*

<input type="checkbox"/> Cash (in person only)	<input type="checkbox"/> Direct deposit
<input type="checkbox"/> EFTPOS (in person only)	<input type="checkbox"/> Visa or Mastercard

For direct deposit or credit card,  
we will email you an invoice once all conditions have been met and final calculations are made.

Students Initials

Parents Initials

**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.

**Your Signature and Your Guardian’s Signature (Where Applicable)**

**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. **Note:** Giving false or misleading information may be considered a crime under the Crimes Act 1961 and its subsequent amendments.

**If you are under 18 years old**, your legal guardian will need to initial all pages and sign this document.

Your Signature

Date

Day	Month	Year					

Guardian’s Signature

Date

Day	Month	Year					

**Signature on Behalf of the National School of Aesthetics**

NaSA Signature

Date

Day	Month	Year					

**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	