

## ISSUING OF AWARDS

Ref:student\Enrolment Pack\Issuing of Awards 2016  
Version 8/2016

1. The Rabbinical College aims to provide the AQF qualification or Statement of Attainment to the student within 30 days of confirmation that they have completed the course.
2. The College will not issue AQF certification documentation to a student before a verified Unique Student Identified has been obtained, unless it is confirmed that an exemption applies.
3. The College will not issue AQF certification documentation to a student before all agreed fees owing to the college have been paid.
4. To prevent the production of fraudulent qualifications, Diplomas or Statements of Attainment issued by the Rabbinical College of Australia & New Zealand will be printed on special security paper and will display the following features:
  - a) Rabbinical College logo
  - b) Unique background watermark
  - c) Handwritten (not scanned) signature
5. If the document is issued digitally, it will be done so by means of a password secured pdf, which only allows the document to be printed. Content copy, assembly or extraction are not permitted.
6. The Rabbinical College does not allow third parties to produce Diplomas or Statements of Attainment on its behalf.
7. Replacement of certification documentation - In the event that a current or past student has misplaced or lost a certificate or Statement of Attainment, the College will reissue it. The student will first need to make an online application for reissuance via the college's website. The college is responsible for authentication and verification of any replacement certification documentation.