Important
Graduation Information
for PNG Schools

Please make sure that the application forms you use have a print date of Jan 2014 on the bottom corner.

Please **DESTROY** all other versions of Certificate Application Forms that you may have filed away.

Certificates will only be processed when applied for using these forms dated JAN 2014. You must also allow a **MINIMUM** of three weeks for processing once all correct information has been received. If your application is incomplete and we need to contact you then we cannot guarantee processing within the three week time allowance.

When you are applying for certificates please make sure that you have correctly completed **ALL** of the details on the front page.

You must also make sure that all of the average scores have been filled-in for each subject completed and you must double check that the student has completed the minimum number of credits required.

Each application must include a **copy** of the Student’s Permanent Record Card.

Certificates will not be released from this office until payment has been received and the total amount charged will vary depending on the number of certificates and the location they are being sent to. You will be contacted by the Accounts Department once the total amount has been invoiced.

The current Graduation Kit of information and applications forms is now available on the SCEE website at [www.scee.edu.au](http://www.scee.edu.au) either for printing or as fillable forms that can be emailed to the office.

*If you have questions about certificate requirements please contact us in the office as soon as possible to clarify your situation so that students are not disappointed when they miss out on receiving their certificate at the end of the year.*