Forms included in this mail out:

- Application Form and Certificate Requirements for:
  - PNG Year 10
  - PNG Year 12 General
  - PNG Year 12 Academic

- The A.C.E. Program – An Explanation
- The A.C.E. Program – Guide to Certificate Requirements
- Application for Approval of a Non-A.C.E. Course

The application form is now part of the requirements document. This has been done in an effort to assist the accurate and speedy processing of all certificates, and thus better serve our schools. When applying for certificates please make sure you complete the entire form and attach a COPY ONLY of the Permanent Record Card (Please do not send original documents).

Certificate Costs:

(Please note that the cost of the certificates outlined below is subject to change without notice.)

- Full Certificate in Folder (Collated) AUD $35.00 + freight
- Full Certificate with Folder (Un-collated) AUD $30.00 + freight
- Certificate Papers Only (No Folder) AUD $15.00 + freight

- Freight charges are subject to change without notice and beyond our control. For a quote of the cost of freight please contact Southern Cross Educational Enterprises (SCEE).

Certificates will only be processed when submitted with the following information:

- An official 2014 SCEE application form with all information completed for the particular certificate
- Please check that the correct number of credits have been completed for each subject area.
- Please **DO NOT send originals** of student Permanent Record Cards, send a copy only.
- All information must be transferred to the appropriate Application Form.

Any **Non-A.C.E. Course** intended for credit must be submitted to SCEE for approval **before** the student commences the course. The approval number must then be listed on the appropriate certificate application form (PNG10, PNG12G, PNG12A).

**NOTE: SCEE does not issue Statement of Achievement Certificates.**

*If you have any questions regarding certificate requirements please contact SCEE*

*Phone: + 61 7 3881 5777*

*Fax: +61 3205 7331*

*Email: certificates@scee.edu.au*