



Stellenbosch

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Copyright, Trade Marks and Short Courses
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Kopiereg, Handelsmerke en Kortkursusse

Replacement of Certificates

It is Stellenbosch University's (SU) policy not to re-issue certificates that are lost or mislaid, so you are advised to keep your short course certificate in a safe and secure place.

To obtain a replacement certificate, please submit a written request along with evidence of loss, damage, or theft of the original certificate. Kindly be aware that there is an R300 fee for a replacement certificate and excludes all potential charges for postage or secure courier services.

PLEASE NOTE:

1. Certificates are issued in the name of the participant at the time of attendance and completion of the short course. Replacement certificates will not be issued to **accommodate a name change** that occurs after attendance and completion of the short course.
2. Certificate reprints will not be considered for short courses attended more than ten years ago.
3. A certificate reprint request will only be processed once proof of payment of the R 300 reprint fee has been received and the funds reflected in our cost centre.
4. The certificate reprint fee does not include postage or courier costs – this is an additional cost where applicable.

Information required and process to follow:

Please send your written request for a **replacement** certificate to scc@sun.ac.za and indicate your full name, SU number, and short course attended.



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1. In the case of **theft or irretrievable loss** of a certificate the following must also be included with your request:
 - a. An affidavit (a sworn statement from your local police station indicating the circumstances for the theft or irretrievable loss);
 - b. A certified copy of proof of identity; and
 - c. Proof of payment of the replacement fee.
2. In the case of an **original certificate being damaged**, the following must also be included with your request;
 - a. The original damaged certificate must be returned to Stellenbosch University's Short Courses Division;
 - b. A certified copy of proof of identity; and
 - c. Proof of payment of the replacement fee - this fee may be reduced or waived at the University's discretion if the damage was deemed to have been caused during postal delivery.
3. In the case of an **administrative error on the certificate**, the following must also be included with your request:
 - a. The original 'incorrect' certificate must be returned to Stellenbosch University's Short Courses Division;
 - b. A certified copy of proof of identity; and
 - c. Proof of payment of the replacement fee - this fee may be reduced or waived at the University's discretion if the institution is deemed to have been at fault.

Bank Account for Replacement Fee Payment:

Name: Stellenbosch University

Bank: Standard Bank

Account number: 073006955

Branch code: 050610

Reference: R1074/REP/full name of participant **OR** R1074/REP/SU Participant number

Send proof of payment to scc@sun.ac.za