



Certificate Reprint Application Form

I, _____ (name and surname),
with ID _____, P Number _____ and TDA number _____ hereby:

1. Request a reprint of the certificate(s) as indicated below:

Type of certificate	Tick the applicable fee		
	Certified Copy to be emailed R150	Original to be couriered R250	Academic Transcript R600
Enrolment certificate (Basic)			
Enrolment certificate (Post-basic)			
Enrolment certificate pending Restoration (Basic)			
Enrolment certificate pending Restoration (Post-basic)			
Status of results/Completion certificate (Basic)			
Status of results/Completion certificate (Post-basic)			
Graduation certificate (post-basic)			
Academic Transcript			

2. Attach a copy of my ID document as well as proof of payment (see banking details below) of the applicable reprint fee to this document.

Banking Details:

Name: S Buys Academy
Account no: 4054414695
Bank: ABSA
Branch Code: 632005
Ref no: Your learner or ID number

Please complete the details below so we can email/courier the certificate as indicated above.

If you have selected to have the requested certificate couriered, please complete the details below:

Name & Surname	
Cell No:	
E-Mail address:	
Physical address (Where the courier can deliver the certificate during working hours)	

Please note: If the courier goes to the address and there is nobody there, an additional fee will be applicable for a resend.

Email the form with a copy of ID and proof of payment to:

adawson@sbuys.co.za