

Identification Requirements and Submission Details

Photo identification (we require a legible copy of one of the following forms of identification)

- A current Australian Drivers or Riders Licence
- An Australian proof of age card
- A valid Australian or Foreign Passport
- A valid school identity card
- A birth certificate

All identification MUST clearly display the students name and date of birth clearly. If we cannot read both of these we will be unable to issue a qualification.

Issue of Qualifications

1. Qualifications will be issued once all course material is successfully completed and appropriate identification has been received.
2. Qualifications will be emailed no more than one (1) business day after receipt of identification.

Lodging of Documents

1. Identification documents can be lodged by one of the following methods, it is recommended that before you send documents you check them to ensure they are clear:

- Email info@hia.edu.au This is the most preferred method
- Fax (07 3899 1160)

Ensure that you fax black and white copies as colour copies generally do not come through clearly

- Mail PO BOX 254, Morningside, QLD, 4170