



TRAINING &
EDUCATION

RE-ISSUE OF CERTIFICATES AND/OR STATEMENTS OF ATTAINMENT APPLICATION

1. AHTS - Education and Training will re-issue a Certificate and/or Statement of Attainment to a student if requested. To protect privacy, copies can only be provided to the person named on the certificate. Identification may be required to verify requests.
2. AHTS charges the following fees to replace a Certificate and/or Statement of Attainment.
 - a. For a PDF copy of the original Certificate and/or Statement of Attainment to be emailed to the student the cost is \$25.
 - b. For each photocopy of the original Certificate and/or Statement of Attainment to be:
 - collected from AHTS by the student the cost is \$25
 - mailed to an Australian address the cost is \$40
 - to be mailed to an overseas address the cost is \$55.
 - c. For a re-issue of the original Certificate and/or Statement of Attainment to be:
 - collected from AHTS by the student the cost is \$45
 - mailed to an Australian address the cost is \$60
 - mailed to an overseas address the cost is \$75
 - d. For redirection of an original Certificate and/or Statement of Attainment returned to AHTS by Australia Post because the address supplied by the student to AHTS was incorrect:
 - collected from AHTS by the student the cost is \$10
 - for redirection to an Australian address the cost is \$25
 - for redirection to an overseas address the cost is \$40.
 - e. For re-issuing and mailing a Certificate and/or Statement of Attainment that AHTS mailed and was lost in the mail because the address supplied by the student to AHTS was incorrect:
 - Collected from AHTS by the student the cost is \$45
 - for re-issuing and redirection to an Australian address the cost is \$60
 - for redirection to an overseas address the cost is \$75,
3. Students must complete the Re-issue of a Certificate and/or Statement of Attainment Application Form (see over) correctly and forward it with payment to AHTS via email to info@ahts.sa.edu.au, you can mail or drop off in person to:
AHTS - Training and Education
2/97 Pirie St
ADELAIDE SA 5000
4. Certificates will be ready for collection from AHTS or emailed within five business days and posted to students within 10 business days of receiving your correctly completed re-issue application form.

Please turn over to complete the form →

Re-issue of a Certificate and/or Statement of Attainment Application

Student full name:			
Previous name (where applicable)			
Date of birth			
Address at enrolment			
Current mail address for re-issue			Current contact number
Email address			
Course enrolled in			
Course code (if known)			
Completion status	<input type="checkbox"/> Course Fully Completed	<input type="checkbox"/> Partial Course Only Completed	
Other details			
Payment required - please tick the applicable box:			
a. PDF copy emailed to student <input type="checkbox"/> \$25			
	Collect from AHTS	Mail to Australian address	Mail to Overseas address
b. Photocopy of original	<input type="checkbox"/> \$25	<input type="checkbox"/> \$40	<input type="checkbox"/> \$55
c. Re-issue of original	<input type="checkbox"/> \$45	<input type="checkbox"/> \$60	<input type="checkbox"/> \$75
d. Redirection of original	<input type="checkbox"/> \$10	<input type="checkbox"/> \$25	<input type="checkbox"/> \$40
e. Re-issue of lost in mail	<input type="checkbox"/> \$45	<input type="checkbox"/> \$60	<input type="checkbox"/> \$75
Cash	Please pay in person at AHTS reception		
Credit card	Visa Card Master Card (please circle) Card Number: _____ Expiry Date: ____ / ____ Cardholders Name (please print): _____ Cardholders Signature: _____		
Direct deposit	Account Name: ASHT Pty Ltd Commonwealth Bank: BSB 065-000 Account number: 10273986 Please insert your full name as reference		