



## Credit Transfer Application Form

If you have completed any of the units from your chosen qualification from any other Registered Training Organisation / Tafe, we will recognise them at our academy.

In order for your previous units to be recognised, you need to complete and lodge this form with your enrolment application. All applications for Credit Transfer must be lodged with your enrolment application.

Please note, we can only recognise a unit you have completed for if it:

- Is issued by a Nationally Recognised RTO or TAFE
- Is issued in the form of a Statement of Attainment
- The unit code and name is an exact match for a unit in your chosen qualification

<b>Course Code:</b>	<b>Course Title:</b>		
<b>Full Name:</b>			<b>D.O.B</b>
<b>Home Address:</b>		<b>Suburb:</b>	<b>P/Code:</b>
<b>Ph (Home):</b>	<b>Mobile:</b>	<b>Email:</b>	

Please detail the Units you wish to apply for a Credit Transfer			
Institution	Unit Code	Unit Name	Date of achievement

**PLEASE ATTACHED EVIDENCE OF COMPLETION OF THE ABOVE MENTIONED UNITS IN THE FORM OF A STATEMENT OF ATTAINMENT FROM THE ISSUING INSTITUTION**

Administration Policy

Credit Transfer Application Form

Version: 1.0

Implemented: July 2008

To Be Reviewed : July 2009



Student Details	
<b>Student Name:</b>	<b>Date:</b>
<b>Course:</b>	<b>Student ID:</b>

<b>Student signature:</b>	<b>Date:</b>
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### Credit Transfer Confirmation

Credit Transfer has been granted for the following student

Unit Code	Unit Name

Administration Policy

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**Comments:** .....

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<b>Student Signature:</b>	<b>Date:</b>
<b>Director of Studies Signature:</b>	<b>Date:</b>

