



CREDIT TRANSFER

APPLICATION FORM

Before completing this application form: Please ensure you have read the student guide as it gives you the information you need to complete the application form.

What you need to do: Complete Sections A-E on this form, attach your evidence and pay the application fee of \$100. Students granted Credit Transfer are eligible to receive a reimbursement of the course fee based on the nominal hours of the units granted. All documents must be in English and be certified (read the guide for explanation). You will be sent a letter detailing the result after your application has been processed.

A. Personal Detail

Surname:

Given Name:

Address:

..... Postcode:

Telephone: Work: Home: Mobile:.....

B. Course Information

Name of course:

Commencement Date: Campus: Caulfield Hawthorn

C. Credit Transfer Information

In the left 2 column list the unit code(s) and title(s) you are requesting Credit Transfer for:

Units Requested			Office use only	
Unit Code	Unit Title	Unit Hours	Granted Y/N	Comment

D. Evidence Attached

Please tick that you have attached:

- Certified copy of Certificate/Diploma/Degree
- Certified copy of Statement of Results/Transcript of Results

The units listed on your certificate and statement of results must match or be equivalent to the unit(s) you are enrolled in to be successful in Credit Transfer. If they have some of the same topics/content but are not deemed equivalent then you can use them as evidence in an RPL/RCC application. Speak to your course Coordinator for further guidance.

