



CREDIT TRANSFER APPLICATION FORM

Note: Applicants for Credit Transfer must complete the Credit Transfer / national recognition application form, attach an original (or certified copy) of an Award or Statement of Attainment and submit the application to the office. See Credit Transfer / National Recognition / RPL Policy and Procedure. You need to show an original/ certified copy of your certificates/transcripts to gain a Credit Transfer.

Full name	
Student ID	
Date of birth	
Email contact	
Phone contact	
Course Code & Name	
Enrolment Start Date	

Please detail the Units you wish to apply for a Credit Transfer (please photocopy this application if you need more space to record units)

Unit Code	Unit Name	RTO No. and Name	Date Achieved	Granted (for office use only)
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				☐
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				☐
				☐

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Signed (Student):

Date:

Total number of units granted:

Number of units required to complete course:

Credit Transfer has been granted on the units as ticked above *(Please record reasons for units un-ticked and communicate to student)*

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Assessor/Training Manager Name:

Signature:

Date:

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