

CREDIT TRANSFER APPLICATION FORM

- Please fill it in using CAPITAL/BLOCK LETTERS and complete all sections.
- Please ensure that certified supporting documents are attached with this application.

<input type="checkbox"/> A. Current Student Details		
Date (DD/MM/YYYY): / /	Email Address:	
Student No.:	Mobile Phone No.:	
Given Name:	Address:	
Family Name:	Suburb:	
Date of Birth : / /	USI No.:	
Melbourne City College Australia Course Code & Name:		
<input type="checkbox"/> B. Previous Course Details		
Name of RTO/Provider :		
Course Name and Code :		
Date of Course Commncement:		
Date of Course Completion (if completed):		
<input type="checkbox"/> C. Units to be Credit Transferred		
<p>Please list below the units you are applying for the grant of credit transfer. Credit transfer will be granted to those units where students have demonstrated a particular competence by successfully completing a unit or units at another RTO, provided the Code and Title of the units are identical. Credit will be granted in accordance with the College's Credit Transfer Policy and Procedures. <i>Please attach all original or certified documentation such as Statement of Result/Attainment or Official Transcripts with this application.</i></p>		
Unit Code	Unit Name	Transcript Attached
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N

		Y or N
		Y or N
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		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N

STUDENT DECLARATION

I declare that the information and documentation I have provided to the College is true and correct. I understand that the submission of this form has no bearing on my financial relationship with the Melbourne City College Australia Course, or modify any fees owing.

I understand that if there are any changes to the information provided by me in this application form, I will notify the College immediately and in the event that I fail to do so, I may be liable for any additional costs incurred.

I have read and understood the College's Credit Transfer Policy and Procedure available on the website <http://www.melbournecitycollege.edu.au>

Student Signature: _____

DEFINITIONS:

Credit Transfer as per the Standards for RTO's 2015 Standard 3 - The College accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) authenticated VET transcripts issued by the Registrar.

Credit Transfer as per the Australian Qualifications Framework - Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. This is under pinned by the AQF definition of credit as follows: Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing

Visa compliance for onshore international students - Onshore international students are required to complete their study within the expected program duration as per the ESOS Act 2000 (Cth) and enrol in a 100% load each semester (unless the College has approved a reduced study load). If you are granted credit transfer for a number of courses it may change your expected program duration and you will need to complete your program in the revised time frame as per your revised CoE.

Note:

The College may decide to reject an application from a student on the following grounds:

- In the event that the VET transcripts issued by the Registrar cannot be authenticated

FOR OFFICE USE ONLY

Application Approved:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /	
Approved By:	Name:	PRISMS Updated/CoE changes		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Signature:	Notification to student attached		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		Wisenet Updated		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Position:	Documents/Transcripts verified		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending

Comments and Units Granted for Credit Transfer: