



CREDIT TRANSFER APPLICATION FORM

- Please fill it in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option
- Please ensure that supporting documents are attached with the application

Personal Details			
Student ID:			
Student Name:			
Date of Birth:	/ /	USI Number:	
Course Name:			

Contact Details			
Mobile:		Email Address:	
Address:			
		Post Code:	

Previous Course Details	
Name of Institute / Provider:	
Course Name and Code:	
Date of Course Commencement:	Date of Course Completion (if completed):

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.</p> <p>Please attach all original or certified documentation such as Statement of Result/Attainment or Official Transcripts with this application.</p>		
Unit Code	Unit Title	Transcript Attached
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No



		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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 Policies and Procedure available on the website <http://www.melbournecitycollege.edu.au>

All of the information provided is true and correct to the best of my knowledge

Student Signature:

Date: / /

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			
Approved By:		Application Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:		Documents/Transcript verified	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending
PRISMS Update / CoE changes		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A
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
Comments and Units Granted for Credit Transfer:			
Approved Signature:		Date: / /	