



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:	

B. Previous Course Details

Name of RTO/Provider :	
Course Name and Code :	
Date of Course Commencement:	
Date of Course Completion (if completed):	

C. Units to be Credit Transferred

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. ***Please attach all original or certified documentation such as Statement of Result/Attainment or Official Transcripts with this application.***

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
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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:			