APPLICATION FOR COURSE CREDITCREDIT TRANSFER

Applicant information

The following guidelines apply to applications for credit at IESC:

− Course Credit is the recognition of learning achieved through formal education and training. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs, unless licensing or regulatory requirements prevent this.

− Any student is entitled to apply for Credit in a course or qualification in which they are currently enrolled.

− Students may not apply for Course Credit for units of competence or qualification which are not included in IESC's scope of registration.

− Whilst students may apply for Course Credit at any time, they are encouraged to apply before commencing a training program.

− The student does not incur any fees when applying for Course Credit.

− Course Credit may only be awarded for whole units of competence.

− Course Credit will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Students may not enrol only for Course Credit.

− To apply for Course Credit, the applicant must complete and submit the following documentation to IESC:
  ▪ Course Credit Application Form (this form)
  ▪ Certified copy of the qualification(s) or Statement(s) of Attainment and USI transcript(s) where available
  ▪ Student Enrolment Form

International students

For international students, the granting of course credit will mean early completion of their qualification and the College will notify DoHA of the change to the duration of study though PRISMS reporting. This may affect the student's visa.

Full Name:	
Student Number:	
Email:	
Contact Number:	
Course title of current or intended enrolment:	
Institution where previous training relevant to this application was conducted:	

Evidence provided: *Please tick*	USI Transcript		Subject Outline with performance criteria	
	Certified copy of - Certificate(s) - Statement(s) of Attainment		Academic Transcript(s)	
	Statement of Results		Other	

List units for which you are seeking Course Credit

- Add additional lines as needed

Unit Code	Unit Title

List units for which you are seeking Course Credit	
• Add additional lines as needed	
Unit Code	**Unit Title**

Student Declaration

All information provided by me in this form, including supporting documentation is true and correct, and I wish to apply for credit transfer for the above-named units of competency. I understand that where exemptions are granted that results in a shortening of my course, this information will be provided to the Department of Home Affairs (DHA) through PRISMS and may affect my student visa.

Student Signature: _____

Date: _____

Official use only		
Document provided	**Yes/No**	**Comment**
Enrolment Form		
Certified copy of Cert/SoA		
Verified with issuing RTO or USI		
Equivalent unit(s) Please note: credit can be provided for a superseded equivalent unit		

The following Course Credit is Approved/ Not Approved:	
Comments	
Name and Signature	
Date	

EXEMPTION SUMMARY

Student Name:	
Student Number:	
Course Title:	
Phone:	
Email:	
Date:	

Unit/s of Competency • Add additional lines as needed	Hours	Fee Reduction
Total Fees Reduction		**$**

Course Tuition Fees: $ _____

Total Exemption Fees: $ _____

Adjusted Fee Total: $ _____

Staff Signature: _____

Date: _____

Student Signature: _____

Date: _____