

# Credit Transfer Application Form – Higher Education



## Instructions:

- Complete this form and submit it to Marketing/Student Services (where relevant) along with the original or certified true copies all current and verifiable evidence of prior learning which relate to the learning outcomes of the course component/s for which credit is sought.
- The completed form is forwarded to the Associate Dean (Education) who will contact you to discuss your application if needed.
- Application must be lodged prior to the commencement of the course.
- There are no fees for Credit Transfer.
- Refer to Credit Transfer/ Recognition of Prior Learning Policy and Procedure at <https://aapoly.edu.au/study-at-aapoly/student-policies/> for more details).

## Glossary:

- **Credit** - 'Credit' is a benefit provided to a student by waiving one or more of the normal requirements for completion of a course of study, such as not having to complete a particular unit of study. Credit is obtained on the basis of evidence that the student has already undertaken learning that is deemed to be equivalent to the parts of the course of study for which credit has been granted.
- **Recognition of Prior Learning** - Credit granted for relevant prior learning (including formal, informal and non-formal learning).
- **Currency of Learning** - The determination of acceptable time duration for retention of learning and outcomes. AAPoly has set a limit on the currency of learning which would be no more than five (5) years of prior learning that can be used as evidence for credit.

<b>Section 1: Student Details</b>	
Given Name:	Last Name:
Contact Number:	Email:
Student Number <i>(for current students)</i> :	
Program:	

<b>Section 2: Details of Prior Study or Work Experience</b>
The application for credit is based on: <i>(Tick the appropriate box and enlist the subjects you wish to apply credit transfer for by completing the table below)</i>
<input type="checkbox"/> Previous University Study
<input type="checkbox"/> Previous TAFE/ RTO Study
<input type="checkbox"/> Recognition of Prior Learning/ Work Experience

<b>Section 3: Student Declaration</b>
<ul style="list-style-type: none"><li>• I wish to apply for Course Credit in the above-mentioned program and certify that the information supplied by me including any original/certified supporting documents are to the best of my knowledge and are true and accurate.</li><li>• I understand that the evidence of prior learning provided must be no more than 5 years to be used as evidence for credit.</li><li>• I understand that once course credit has been granted, the duration of my program may be shortened, hence a new electronic Confirmation of Enrolment (eCoE) may be issued.</li><li>• I will be responsible to advise the Department of Home Affairs for any new changes to my program duration.</li><li>• I understand and agree to follow a different course plan as an outcome of credit grant.</li></ul>
Student Signature: _____ Date: _____

<b>Section 4: Official Use Only</b>
<b>4.1 Marketing or Student Services to complete</b> <i>(This section must be completed before the Program Director assesses the application)</i>
Received and Checked by: _____ Signature: _____ Date: _____
<b>4.2 Outcome</b> <i>[Associate Dean (Education) to Complete]</i>
<input type="checkbox"/> <b>Credit Granted</b>
Number of Subjects for which credits are granted: _____ Duration of the course after credits are granted: _____
Notes:  _____

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Action Plan:

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**Credit Refused**

Number of subjects refused:

Reason for refusal:

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Associate Dean (Education) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 4.3 Checklist

*(Relevant Student Services Officer to complete)*

If credit transfer is granted:

- Student has been contacted, informed of, and acknowledged the outcome of the credit transfer application:
  - The duration of the course may be shortened, hence a new eCoE may be issued
  - Student is responsible for advising the Department of Home Affairs about any changes to the course duration.
- New eCoE created and sent to the student (if applicable)
- Student enrolment updated on Paradigm

If credit transfer is refused:

- Student has been contacted, informed of, and acknowledged the outcome of the CT application
- Student has been advised of their right to access the College's complaints and appeals processes within 20 days from receiving this decision to have their grievances heard and addressed (National Code Standard 10).

Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_