

Credit Transfer Application Form – Higher Education



Instructions:

- Complete and submit this form to Marketing/Student Services with a copy of current and verifiable evidence of prior learning which relate to the subjects for which credit transfer is sought.
- The Program Coordinator may 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.
- For more details, refer to Credit Transfer/ Recognition of Prior Learning Policy and Procedure at <https://aapoly.edu.au/study-at-aapoly/student-policies/>.

Definitions:

- **Credit:** It is a benefit provided to a student by waiving one or more of the normal requirements for completion of a subject . Credit is obtained based on evidence that the student has already undertaken learning that is deemed to be equivalent to the subject for which credit has been granted.
- **Recognition of Prior Learning:** It is the 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 of no more than five (5) years of prior learning that can be used as evidence for credit transfer.

Section 1: Student Details	
Given Name:	Last Name:
Contact Number:	Email:
Student Number <i>(for current students)</i> :	
Program	
<input type="checkbox"/> Bachelor of Business (Cyber Security)	<input type="checkbox"/> Bachelor of Business (Digital Marketing)
<input type="checkbox"/> Bachelor of Business (Leadership and Management)	<input type="checkbox"/> Bachelor of Information Technology
<input type="checkbox"/> Bachelor of Tourism and Hospitality Management	<input type="checkbox"/> Master of Information Technology

Section 2: Details of Prior Study or Work Experience		
The application for credit is based on: <i>(Tick the appropriate box and enlist the course 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		
<input type="checkbox"/> My official transcript is submitted with this form		
List the course you are applying for Credit Transfer in the table below and attach certified copies of supporting documents (e.g. Statement of Attainment or official transcript of results).		
Course Code	Course Name	Provider

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

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Section 4: Official Use Only

4.1 Outcome

[Program Coordinator to Complete]

Credit Transfer Granted

Number of Subjects for which credits transfer are granted: _____

Duration of the course after credits are granted: _____

Notes:

Action Plan:

Credit Transfer Refused

Number of subjects not granted:

Reason for refusal:

Program Coordinator Signature: _____

Date: _____

4.2 Checklist

(Relevant Student Services Officer to complete)

Credit transfer granted:

- Student has been contacted, informed of, emailed, and acknowledged the outcome of the credit transfer application:
- The duration of the course may be shortened, hence a new eCoE may be issued
 - The outcome letter has been issued to the student.
- New eCoE created and sent to the student (if applicable)
- Student enrolment updated on Paradigm

Credit transfer refused:

- Student has been contacted, informed of, emailed, and acknowledged the outcome of the CT application
- The outcome letter has been issued to the student.
- 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: _____