

PERSONAL DETAILS

(Please complete using blue or black ink)

FAMILY NAME

GIVEN NAMES

CONTACT NUMBER

STUDENT NUMBER

MAIL ADDRESS (CITY/SUBURB/STATE/POSTCODE)

SCHOOL

DATE OF BIRTH (DD/MM/YY)

**TAFE
CREDIT TRANSFER
APPLICATION FORM**

Credit Transfer is an administrative process that validates achieved competency in accredited courses (units, modules or competencies) at other Registered Training Organisations (RTOs) in Australia by matching Statements of Attainment or Transcripts of Results.

Other RTOs can include other TAFE institutes; secondary schools; enterprise, community or adult education providers; a group training company; or a private training organisation.

When you apply for Credit Transfer you are required to provide original Statements of Attainment and/or Transcripts of Results.

Application instructions and information

- If you require assistance completing this application seek advice from your school office.
- Submit this form, with required attachments, to your school office.
- Your school will notify you by letter of the outcome of your application.

Please note: International students are required to complete their study within the expected program duration. You will usually need to be enrolled in a 100% load each semester unless you have approved RPL/Credit Transfer (ESOS Act 2000). Please note that if you are granted a block of exemptions this will change your expected program duration. You will be expected to complete in the revised time frame.

SECTION 1: To be completed by applicant.

Prior studies undertaken at (name of institution): _____

Please complete one form for each institute.

Basis on which Credit is claimed (e.g. completed Diploma of Business): _____

SECTION 2: To be completed by applicant.

In which RMIT program are you applying for credit?

RMIT Program Code: _____ RMIT Program Plan: _____ RMIT Program Name: _____

For students currently enrolled in the course/s for which they are seeking credit transfer:

"I acknowledge that it is my responsibility to withdraw from the enrolled course/s (before the program census date) if my application is successful, otherwise I will remain fee-liable".

Student Signature

Date (DD/MM/YY)

