# Credit Transfer Application Form

*To lodge this form, return it to Kingston Academy of Australia <info@kingstonacademy.edu.au>. Every request is reviewed on a case-by-case basis. You will receive a response within ten (10) business days.*

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| **Section A - Personal Detail** |

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| Student Number: |  | Student Name: |  |
| Date of Birth: |  | Mobile Number: |  |
| Email Address: |  |
| Postal Address: |  |

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| **Section B - Current Enrolment Details** |

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| Course Code and Title: |  |
| Current Intake Date: |  |

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| **Section C - Previous Study Details*****(Please attached a Certificate and Transcript from the previous provider to support your request)*** |

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| Provide Name： |  |
| Course Code and Title:  |  |
| Completion Date: |  |

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| **Section D - Credit to Transfer*****(List the subjects or units from your previous study for which you are requesting credit transfer:)*** |

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| Qualification Code | Previous Course Subject/Unit Name | Date Completed |
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| **Section E - Definition** |

“Credit Transfer assesses the initial course or subject an individual uses to claim access to or award credit in a new enrolment. The assessment determines the extent to which the client’s initial unit is equivalent to the required learning outcomes, competency outcomes or standards in a qualification. It may include Credit Transfer based on formal learning outside the AQF”.

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| **Section F - Procedure** |

1. Credit Transfers can be granted under any of the following circumstances:
	1. Under the principles of National Recognition, students are granted automatic credit for any unit successfully completed at any other Registered Training Organisation (RTO).
	2. When the unit has the same code and title, even if it is not from the same Training Package.
	3. When the unit is superseded and equivalent, meaning a review of the unit resulted in minor changes to the unit code or title. It indicates the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.
	4. When the unit is transferred from another Training Package and re-coded, the learning outcomes remain the same.
2. The student indicates their decision to apply for Credit Transfer as soon as possible.
3. The student decides the units of competency a Credit Transfer will apply.
4. The student reads the Credit Transfer Policy and Procedures in the Student Handbook.
5. Student completes Enrolment Form and indicates they will seek a Credit Transfer.
6. Administration receives the enrolment form and enrols the student in the student database.
7. The Trainer/Assessor or Administration Officer provides the student with a Credit Transfer Application Form and other Credit Transfer information as necessary.
8. Student completes and submits Credit Transfer Application form along with the following documents:
	1. Qualification Testamur and an Official Academic Transcript\* or
	2. Statement of Attainment

\*Certificates, Statements or documents must be originals or certified true copies to verify your claim and must be attached to this form. Certified copies must bear an original signature and certification that the document is a true copy of the original.

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| **Section G - Declaration** |

I, the undersigned, acknowledge that I have read and understood the Credit Transfer Policy and Procedure. I am aware changes to my enrolment may affect my Student Visa and I should seek advice from DIBP. I have attached a Certificate and Transcript from the previous provider. I certify that the information provided in this form is correct and complete.

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

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| **Office use only**  |

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| Approved by: |  |
| Signature: |  |
| Date: |  |