

Credit Transfer Application Form

Section 1 – Student Details

Student Name:		Student ID:	
Email:			
Qualification seeking credit:			
Assessor Name:		Date:	/ /

Section 2 – Application and Declaration

Client:

- I wish to apply for credit transfer for the units of competency/modules listed below.
 I have attached copies of documentation from another RTO.
 I declare the documentation supplied is legitimate, true and correct.
 I understand that the Assessor will verify my documentation for validity.

Student Signature:		Date:	/ /
---------------------------	--	--------------	-----

Section 3 – Units /Modules Outcome

Unit Code	Unit Name	Replacing unit in Qualification	
		Unit Code	Unit Name

Section 4 – Assessor Judgement and Declaration

- I declare that I have assessed this application and it is true and correct at time of review.

Assessor Signature:		Date:	/ /
----------------------------	--	--------------	-----

Section 5 – Student Acknowledgement and Declaration

- I declare that I accept and am satisfied with the assessment of my credit transfer application. I understand that all students have a right to appeal and may do so within 10 working days of receipt of my application.

Student Signature:		Date:	/ /
---------------------------	--	--------------	-----

Admin Use Only

SMS Result Updated:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /	Initial:	
Evidence & Form in File:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /	Initial:	
Reimbursement Given:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /	Initial:	
Student Notified:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /	Initial:	
New timetable issued	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /	Initial:	