

# Credit Transfer Form



## INSTRUCTIONS

**Please use this form to apply for Credit for equivalent studies previously completed.**

Ambridge Institute recognises the Australian Qualifications Framework (AQF) and Vocational Education and Training (VET) qualifications and Statements of Attainment issued by other Australian Registered Training Organisations (RTO).

Regardless of the course of study, Credit Transfer is limited to 25% of the total number of units required to complete the course.

To apply, fill in this Credit Transfer Form and submit it as part of your application.

Make sure you attach certified copies of transcripts from your previous study. In some cases, we may ask for additional information about the subject or unit you previously studied so we can determine equivalence. Your Credit Application may be returned to you if you don't provide the required information.

In some cases, Credits may lead to a reduction in the course fees as there is less work involved in offering your course. This will be advised to you in writing.

You will be advised in writing of the outcome of your Credit Application.

Refer to [www.ambridge.edu.au](http://www.ambridge.edu.au) for a list of courses and competencies per qualification.

Please note: this form is NOT to be used if applying for Recognition of Prior Learning (RPL). Please use the separate 'Application for RPL' form.

## DOCUMENTATION

Applications without relevant supporting documents will not be processed. Supporting evidence that is required for ALL applications includes:

1. Certified copy of academic transcripts and qualification testamurs
2. Record of Results/Transcripts
3. Statements of Attainment
4. USI Transcript (those who hold a VET qualification)

Documents should be copies certified by a Justice of the Peace.

## INTERNATIONAL STUDENTS ONLY

We must remind you that it is a condition of your visa that you be enrolled in full-time study. Even though you may be awarded credit for some units, you must still enrol in a full study load each semester until you finish your course. If you finish your course earlier than anticipated because of the credit you have been awarded, you must either enrol in another registered course at that time or leave Australia. For this reason, you are urged to carefully consider any visa implications before you apply for and accept credit to be awarded into your course of study.

# Credit Transfer Form



## Student to Complete

<b>FAMILY NAME:</b>			
<b>FIRST NAME:</b>			
<b>DATE OF BIRTH:</b>		<b>GENDER:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>EMAIL:</b>		<b>MOBILE:</b>	
<b>STREET ADDRESS:</b>			
<b>SUBURB/CITY:</b>		<b>POST CODE:</b>	

## COURSE DETAILS

Qualification Code and Title (for which you are applying for Credit):

List the unit code and title and supporting evidence below for each unit you are applying for Credit. Attach additional pages if required.

Unit Code	Unit Title	List Supporting Evidence Attached	Content Expert Approval	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

## SUPPORTING DOCUMENTATION REQUIRED

Please attach evidence (*including translation into English where the original documents are in another language*) of completing competencies by Credit Transfer (CT). Evidence may include but is not limited to: certificates, transcripts/records of results. Applications received without supporting evidence will not be considered.

## DECLARATION

As a student of Ambridge Institute, I wish to apply for a Credit Transfer for the following unit/s.  
Please find attached a certified copy of my transcript with the relevant unit/s highlighted.

### I UNDERSTAND THAT:

- my application for credit is not guaranteed and that I should continue attending classes until I receive a notification of the outcome
- if my application is APPROVED, it will be forwarded to the Registrar for final approval and processing
- if my application is DECLINED, I will be notified by email with an explanation as to why my application was unsuccessful
- my application may take up to two weeks to be processed
- if I am an international student, I may be required to enrol in other units to replace the units that I am exempted from
- my application will not be processed if I have not included all relevant evidence or information

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- I may be required to submit further evidence at request of the Academic Director or Registrar
- If I am found to have been dishonest in my application, I may be subjected to disciplinary action, including cancellation of enrolment.

After submitting this form, you will be contacted within 10 working days with an outcome.

I hereby certify that the information and supporting documentation is true and correct.

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

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

## OFFICE USE ONLY

### Content Expert

I have authenticated the supporting documents via:

- Transcript
- USI
- Contacted Institution

I confirm that this application to transfer credit is:

- Approved
- Not Approved

Approval based on

- Equivalency/Mapping
- Identical Unit/s

### Administration Checklist

Credit Transfer Processed:

- Yes
- No

Approved units have been entered into the Student Management System (SMS) as CT (Credit Transfer)

Student has been notified in writing of the outcome of Credit Transfer

If student is NOT eligible for a unit or units to be recognised for a Credit Transfer, please write the reasons below:

## CHECKED BY:

Name and Title			
Signed:		Date	