

## CREDIT TRANSFER APPLICATION FORM

- Please fill it in using **CAPITAL/BLOCK LETTERS** and complete all sections.
- Please ensure that certified supporting documents are attached with this application.

<input type="checkbox"/> <b>A. Current Student Details</b>	
Date (DD/MM/YYYY):    /    /	Email Address:
Student No.:	Mobile Phone No:
<b>Given Name:</b>	Address:
<b>Family Name:</b>	Suburb:
Date of Birth :    /    /	USI No.:

<b>Einstein College Course Code &amp; Name:</b>

<input type="checkbox"/> <b>B. Previous Course Details</b>	
Name of RTO/Provider :	
Course Name and Code :	
Date of Course Commncement:	
Date of Course Completion (if completed):	

**C. Units to be Credit Transferred**  
 Please list below the units you are applying for the grant of credit transfer. Credit transfer will be granted to those units where students have demonstrated a particular competence by successfully completing a unit or units at another RTO, provided the Code and Title of the units are identical. Credit will be granted in accordance with the Colleges Credit Transfer Policy and Procedure. ***Please attach all original or certified documentation such as Statement of Result/Attainment or Official Transcripts with this application.***

Unit Code	Unit Name	Transcript Attached
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N

**STUDENT DECLARATION**

I declare that the information and documentation I have provided to the College is true and correct. I understand that the submission of this form has no bearing on my financial relationship with the Einstein College of Australia, or modify any fees owing.

I understand that if there are any changes to the information provided by me in this application form, I will notify the College immediately and in the event that I fail to do so, I may be liable for any additional costs incurred.

I have read and understood the Colleges Credit Transfer Policy and Procedure available on the website <https://www.einsteincollege.vic.edu.au/pdfs/Credit-Transfer.pdf>

**Student Signature:** \_\_\_\_\_

**DEFINITIONS:**

**Credit Transfer as per the Standards for RTOs 2015 Standard 3** - The College accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) authenticated VET transcripts issued by the Registrar.

**Credit Transfer as per the Australian Qualifications Framework** - Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. This is underpinned by the AQF definition of credit as follows: Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing

**Visa compliance for onshore international students** - Onshore international students are required to complete their study within the expected program duration as per the ESOS Act 2000 (Cth) and enrol in a 100% load each semester (unless the College has approved a reduced study load). If you are granted credit transfer for a number of courses it may change your expected program duration and you will need to complete your program in the revised time frame as per your revised CoE.

**Note:**

The College may decide to reject an application from a student on the following grounds:

- In the event that the VET transcripts issued by the Registrar cannot be authenticated

**FOR OFFICE USE ONLY**

Application Approved:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:   /   /	
Approved By:	Name:	PRISMS Updated/CoE changes		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Signature:	Notification to student attached		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		Wisenet Updated		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Position:	Documents/Transcripts verified		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending

Comments and Units Granted for Credit Transfer: