Credit Transfer Application Form

Credit Transfers can be granted under any of the following circumstances:

- Under the principles of National Recognition, a student is granted an automatic credit for any unit that they successfully completed at any other Registered Training Organisation (RTO).
- When the unit has exactly the same code and title, even if it is not from the same Training Package.
- When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same.

STUDENT DETAILS

Last Name

First Name

Student ID

Date of Application

Address:

Ph: Mobile:

Email:

Unit of competency and code for Credit Transfer claim:

Procedure

1. Student indicates their decision to apply for Credit Transfer as soon as possible.
2. Student decides which units of competency for which they wish to apply for Credit Transfer.
3. Student reads the Credit Transfer Policy and Procedures contained in the Student Handbook.
4. Student completes Enrolment Form and indicates Credit Transfer will be sought.
5. Administration receives enrolment form and records enrolment of student.
6. Trainer/Assessor or Administration Officer provides the student with a Credit Transfer Application Form and other Credit Transfer information as necessary.
7. Student completes and submits Credit Transfer Application form along with the following documents:
   - Qualification testamur and an Official Academic Transcript* and/or
   - Statement of Attainment*

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

Please ***return this form*** to info@animalacademy.com.au including your name and the reason for your mail.

Office use only:

Assigned to					
Review UOC's (comments)					
Appropriate for course credit and approved	Yes		No		
Sighted transcript originals and taken copies	Yes	No	**Taken copies**	Yes	No
Processed by				**Date**	
Comments:					

Please place a copy of this form along with transcript copies in the student's folder