

# Credit Transfer Application Form

**Instructions:** Students are not required to complete any unit that they have been assessed as competent unless a regulatory requirement or license condition exists. Students wishing to apply for Credit Transfer must complete this application form and submit with a certified copy of their Record of Results/Transcript/Statement of Attainment to [support@aia.edu.au](mailto:support@aia.edu.au). Students are notified of the outcome of their application within 5 working days. Students may appeal this decision by following the organisations Complaints and Appeals Policy and Procedure.

## 1. Course Details

Qualification Name	Click to insert Qualification Name
Qualification Code	Click to insert Qualification Code
Start Date	Click to enter your start date

## 2. Personal Details

† Personal information collected on this form is used for the purpose of processing a credit transfer application. A copy of the form and all supporting evidence will be kept in the student file and maybe may be supplied to, and used by governments and other agencies in accordance with legislative requirements.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Student Number	
First Name		Surname	
Email Address		Date of Birth	Click to enter your date of birth
Home Phone		Work Phone	

## 3. Credit Transfer – Unit details

Complete the table below recording the units of competence that you have completed with another institution. The Unit Code and Name can be copied from the Record of Results (Transcript) /Statement of attainment. To process this application student's **must** attach a certified copy of their transcript. Please be aware that Australian Institute of Accreditation will contact the issuing institution to authenticate documentation prior to a decision being made.

Qualification	Unit Code	Unit Name	Date completed	Issuing Institution	Certified Copy of Transcript

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## 4. Declarations and Consent

All information provided to Australian Institute of Accreditation as part of this application is true and correct to the best of my knowledge and understanding.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that by submitting this application I am not guaranteed to be granted credit for any of the units listed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I consent to RTO NAME contacting the issuing institution on my behalf to authenticate information contained on the Record of Results/ Transcript/ Statement of Attainment for the purposes of this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature	Click to insert date

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## Administration Use Only:

① The table below is to be completed by the relevant staff member processing the student's application for credit. Evidence must be attached and stored in the students file. Evidence should include;

- Copy of transcript/record of results/ statement of attainment
- Evidence of authentication
- Evidence of equivalency – if applicable

Units Held		Requested Credit		Approval Details			
Unit Code	Unit Name	Unit Code	Unit Name	Transcripts authenticated Attach evidence	Approved	Signature	Date
				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		
				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		
				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		
				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		
				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		
				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		
				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		
				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		
				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		

② Administration staff are required to enter results in the Student Management System and notify student and trainer of the credit transfer outcome. Note: If credit transfer granted fees will be affected.

	Result entered	Fees adjusted	Student Notified	Trainer Notified
Date	Click to insert date	Click to insert date	Click to insert date	Click to insert date
Signature				

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