

**APPLICATION FOR CREDIT TRANSFER**

This form is to be used by enrolled or prospective students who consider they have undertaken previous formal study including one or more **equivalent** units and as such they wish to apply for **Credit Transfer**. This form is **not** to be used for RPL applications.

All students are advised to read the Important Information section carefully prior to completing and submitting their application form. It is provided to assist enrolled or prospective students to make a successful application for Credit Transfer.

Please write in BLOCK LETTERS using a black or blue pen.

**SECTION A – PERSONAL DETAILS**

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| --- | --- | --- | --- |
| FAMILY NAME: GIVEN NAME: | |  | |
| POSTAL ADDRESS: | | | |
| SUBURB: | | | POSTCODE: |
| PHONE (H): | PHONE (M): | | |
| EMAIL: | | | |

**SECTION B – ENROLMENT DETAILS**

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| NAME OF QUALIFICATION FOR WHICH YOU ARE ENROLLING AND WISH TO APPLY FOR CREDIT TRANSFER: |
| QUALIFICATION CODE: |

**SECTION C – DECLARATION**

I declare that the information supplied is true and correct. I authorise MONASH Training and Professional Development Centre to conduct a search and retrieval of my academic record from my previous institution(s) to verify the information contained in this application. I have read the Privacy information contained in the Student Handbook and I understand that my personal information will be treated in accordance with MONASH Training and Professional Development Centre’s Privacy Policy. I agree to abide by MONASH Training and Professional Development Centre’s statutes, regulations and policies.

SIGNATURE: DATE:

**IMPORTANT INFORMATION**

**WHAT IS CREDIT TRANSFER?**

Credit Transfer is a process used to recognise qualifications and Statements of Attainment issued by any other RTO or TAFE. If you have successfully completed any of the units in the course in which you are enrolling, or their equivalent, you may be eligible for credit transfer. Where credit transfer is granted you will be considered to have already successfully completed the unit(s), and will not have to participate in training or assessment activities for that unit(s). In determining where credit transfer may be granted, MONASH Training and Professional Development must be confident of the currency of the applicant’s knowledge. In fields where practice/technology is changing rapidly, credit transfer may not be granted where knowledge of unit(s) has dated.

MONASH Training and Professional Development will recognise AQF qualifications and Statements of Attainment issued by any RTO.

**SUBMISSION DETAILS**

Under normal circumstances applications may take up to ten (10) business days to process. It is therefore in your interest to submit your completed applications as early as possible. If you are currently enrolled in the units(s) for which you are seeking credit transfer, you should consult a staff member at MONASH Training and Professional Development Centre about your enrolment at least one (1) week BEFORE the commencement date for that unit.

Please address your application to:

MONASH Training and Professional Development

PO Box 10

Monash University VIC 3800

**SUPPORTING EVIDENCE/DOCUMENTATION – PLEASE ENSURE THAT YOU KEEP A COPY OF YOUR APPLICATION AND ALL SUPPORTING DOCUMENTATION**

This application will be assessed based on the type of evidence should be clearly identified and numbered as an attachment, then listed on page 3 of this form. If exemption is granted this will be recorded on your transcript as “Credit Transfer”. You will be notified in writing on the outcome of your application.

Students must provide certified copies of qualifications and unit(s) of study from the relevant institute(s). Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (ie. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager, etc). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage. Alternatively you may bring the original documents to be copied and signed off at MONASH Training and Professional Development by a staff member.

PLEASE NOTE: Your former Institution(s) may be contacted in the interested of soliciting further information and/or clarification of your claim for Credit Transfer.

**NOTIFICATION AND TIMETABLE**

Once your application has been successfully granted, your timetable will be adjusted and a notification will be issued accordingly.

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| **STUDENT TO COMPLETE – DETAILS OF PREVIOUS STUDY** | | | **STUDENT TO COMPLETE – CREDIT APPLIED FOR AT MONASH TRAINING AND PROFESSIONAL DEVELOPMENT** | | **OFFICE USE ONLY** | |
| UNIT CODE | UNIT TITLE | YEAR COMPLETE | MONASH Training and Professional Development UNIT CODE | MONASH Training and Professional Development  UNIT TITLE | CREDIT GRANTED?  (Y/N) | SIGNED |
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| **OFFICE USE ONLY** | |
| EVIDENCE ATTACHED (PLEASE CIRCLE): YES NO | |
| COMMENTS: | |
| PROCESSED BY: | |
| SIGNATURE: | DATE: |