



## APPLICATION FOR COURSE CREDIT/CREDIT TRANSFER

### Applicant information

The following guidelines apply to applications for credit at Iona Columba College:

- Course Credit is the recognition of learning achieved through formal education and training. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs, unless licensing or regulatory requirements prevent this.
- Any student is entitled to apply for Credit in a course or qualification in which they are currently enrolled.
- Whilst students may apply for Course Credit at any time, they are encouraged to apply before commencing a training program.
- The student does not incur any fees when applying for Course Credit.
- Course Credit may only be awarded for whole units of competence.
- Course Credit will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Students may not enrol only for Course Credit.
- To apply for Course Credit, the applicant must complete and submit the following documentation to Iona Columba College:
  - Course Credit Application Form (this form)
  - Certified copy of the qualification(s) or Statement(s) of Attainment and USI transcript(s) where available
  - Student Enrolment Form

### International students

For international students, the granting of course credit will mean early completion of their qualification and the College will notify the Department of Home Affairs (DHA) of the change to the duration of study through PRISMS reporting. This may affect the student's visa.

|                        |  |
|------------------------|--|
| <b>Full Name:</b>      |  |
| <b>Student Number:</b> |  |
| <b>Email:</b>          |  |

|                                                                                        |                                                                       |  |                                           |  |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--|-------------------------------------------|--|
| <b>Contact Number:</b>                                                                 |                                                                       |  |                                           |  |
| <b>Course title of current or intended enrolment:</b>                                  |                                                                       |  |                                           |  |
| <b>Institution where previous training relevant to this application was conducted:</b> |                                                                       |  |                                           |  |
| <b>Evidence provided:</b><br><i>Please tick</i>                                        | USI Transcript                                                        |  | Subject Outline with performance criteria |  |
|                                                                                        | Certified copy of<br>- Certificate(s)<br>- Statement(s) of Attainment |  | Academic Transcript(s)                    |  |
|                                                                                        | Statement of Results                                                  |  | Other                                     |  |
|                                                                                        |                                                                       |  |                                           |  |

| List units for which you are seeking Course Credit |            |
|----------------------------------------------------|------------|
| Unit Code                                          | Unit Title |
|                                                    |            |
|                                                    |            |
|                                                    |            |
|                                                    |            |



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### Student Declaration

All information provided by me in this form, including supporting documentation is true and correct, and I wish to apply for credit transfer for the above-named units of competency. I understand that where exemptions are granted that results in a shortening of my course, this information will be provided to the Department of Home Affairs (DHA) through PRISMS and may affect my student visa.

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

|                                                                                                   |               |                |
|---------------------------------------------------------------------------------------------------|---------------|----------------|
|                                                                                                   |               |                |
| <b>Official use only</b>                                                                          |               |                |
| <b>Document provided</b>                                                                          | <b>Yes/No</b> | <b>Comment</b> |
| <b>Enrolment Form</b>                                                                             |               |                |
| <b>Certified copy of Cert/SoA</b>                                                                 |               |                |
| <b>Verified with issuing RTO or USI</b>                                                           |               |                |
| <b>Equivalent unit(s)</b><br>Please note: credit can be provided for a superseded equivalent unit |               |                |

**The following Course Credit is Approved/ Not Approved:**

**Comments**



**Name and Signature**

**Date**