



CREDIT TRANSFER APPLICATION FORM

Student Information

- ☐ Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- ☐ Students may only apply for credit transfer for units of competency or qualification which are included in Iona Columba College's scope of registration.
- ☐ Students may apply for credit transfer at any time; however, they are encouraged to apply before commencing a training program.
- ☐ The student does not incur any fees for credit transfer.
- ☐ Credit transfer may only be awarded for whole units of competence.
- ☐ Credit transfer 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 of prior learning. Student may not enrol only for credit transfer.
- ☐ To apply for credit transfer, the student must complete and submit the following documentation to Iona Columba College:
 - Credit Transfer Application Form (this form)
 - Certified copy of the qualification or Statement of Attainment, Statement of Results and USI transcript where available
 - Student Enrolment Form

Section 1: Student Details

Full Name	
Student ID	
Email	
Phone Number	
Course Title	



Section 2: Units Requested for Credit Transfer

Please list the units and evidence provided:

Unit Code	Unit Title	Evidence Attached (Yes/No)

Section 3: USI Transcript Access

Do you give permission to Iona Columba College to access your details for a VET transcript via USI Registry: https://www.usi.gov.au/help/loginto-usi-registry	☐ Yes ☐ No
USI code:	

Section 4: Student Declaration

I declare that the information provided is true and correct. I understand that credit transfer will only be granted based on valid documentation which will be verified by Iona Columba College.

Received By	
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Date Received	
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Signature		Date
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Section 5: Office Use Only

Instructions:

Please use the Staff Instruction Sheet: Verifying the Authenticity of Credit Transfer Evidence

Document provided	Yes/No	Comment
Enrolment Form		
Certified copy of Cert/SoA		
Verified with issuing RTO or USI VET Transcript		
Equivalent unit(s) Please note: credit can be provided for a superseded equivalent unit		

Verification Method	
Decision	☐ Approved ☐ Not Approved
Unit(s) Approved Please note: credit transfer may be granted for a superseded equivalent unit	
Notification Sent	☐ Yes ☐ No

By signing this form, I certify that the information provided is true and correct.

Signed: _____ Date: ____ / ____ / ____