

### INSTRUCTIONS

- Credit transfers will only be considered for currently enrolled students.
- Applications must be submitted at time of enrolment or prior to commencement of study together with JP certified or original transcripts. NOTE: If already enrolled in the unit for which credit is being granted, please initiate a Change of Enrolment/Refund request.
- 100% credit transfer is not permitted (except for apprentices/trainees under the User Choice Policy).
- You will be advised of the outcome of your credit transfer application prior to the census date (for VFH students).

Family Name:	Given Name:	Date of Birth
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Student Number:	Email:	Mobile:
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Postal Address:	Post Code:
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Qualification Code and Name:
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### Student's Certification

I hereby certify that the information and supporting documentation is true and correct.	
Signature:	Date: / /

### Administration Officer:

Name:	
I have attached JP certified / sighted original transcripts.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Application and supporting transcripts has been referred to Content Expert on this date.	

Content Expert's Name (where applicable)	
Signature:	Date: / /

### Content Expert:

Name:	
I have authenticated the supporting transcripts via:	<input type="checkbox"/> Transcript/s <input type="checkbox"/> National Register <input type="checkbox"/> Contacted Institution <input type="checkbox"/>
I confirm that this application to transfer credit is:	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved

Approval is based on	<input type="checkbox"/> Equivalency / Mapping <input type="checkbox"/> Identical Unit/s <input type="checkbox"/> Articulation <input type="checkbox"/> HE Provisions <input type="checkbox"/>
Signature:	Date: / /

### Office Use Only

Credit Transfer Processed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> SMS Equivalency Recognised	<input type="checkbox"/> Client Notified
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Signature:	Date: / /
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### Supporting Documentation Required

Details of study completed				Details of units you are claiming i.e. what you want a credit for						
Unit Code	Unit Name	Location of Study (H,R,T,U,TQ)	Year of Study	Unit Code	Unit Name	Approve		Assign Grade** Non-TAFE		
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