

## Credit Transfer Application Form

Student's Personal Details	
Student Name	
Student ID	
Date of Birth	
Email	
Address	
Contact No.	

Please tick the course you want to enroll for or course in which you are looking for credit transfer:

Course Code and Name	Please put a tick mark.
BSB40520 Certificate IV in Leadership and Management	
BSB50420 Diploma of Leadership and Management	
BSB60420 Advanced Diploma of Leadership and Management	
BSB80120 Graduate Diploma of Management	
SIT30821 Certificate III in Commercial Cookery	
SIT40521 Certificate IV in Kitchen Management	
SIT50422 Diploma of Hospitality Management	
SIT60322 Advanced Diploma of Hospitality Management	

List the units in which credit transfer is being requested (Please add extra page if number of units is more than the space provided below):

Code of the unit	Name of the unit	Evidence provided by student (e.g. Statement of attainment – RTO Name)	Credit Transfer Provided (Y/N) and Initials



## Information related to Course credit:

1. For application to be processed further, the students need to provide the statement of attainment or statement of results as an evidence of your completion of the unit, issued by a registered provider in Australia.
2. Course credit application must be lodged within 14 days of commencement of the studies.
3. Workforce Education Institute will **not** be accepting the course credit application once 14 day period has passed.
4. If the application gets approved, the length of the course will be shortened accordingly.
5. The student will be communicated the outcome of the application within 14 working days.

### Privacy Statement

Information is collected on this form and during your enrolment in order to meet the College obligations under the ESOS Act and the National Code 2017; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students. Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2017. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

### Student Declaration:

1. I declare that I wish to apply for course credit as outlined in this form.
2. I have been communicated all the information in regards to course credit and its effect on my COE.
3. The attachment with this form is the photocopy of my original academic document. All the information provided in the form is correct and complete.
4. If the credit transfer is given before the student visa granted, the actual net course duration (as reduced by course credit) will be indicated in the confirmation of enrolment for that course.
5. If the credit transfer is given after the student visa grant, the change of course duration will be reported via PRISMS under section 19 of the ESOS.

<b>Student Name</b>	
<b>Student Signature</b>	
<b>Date</b>	

## Student's Acceptance of the Credit Transfer Feedback

### Student Declaration:

- I acknowledge the credit transfers for the units granted to me by Workforce Education Institute
- In the view of grant of Credit Transfer for the above units, my course schedule will be reviewed and modified.
- If the credit transfer is given before the student visa granted, the actual net course duration (as reduced by course credit) will be indicated in the confirmation of enrolment for that course.
- If the credit transfer is given after the student visa grant, the change of course duration will be reported via PRISMS under section 19 of the ESOS.
- I understand my right to access Complaints and Appeals procedure of College, if I am not satisfied with the outcome of my credit transfer application.

<b>Student Name</b>	
<b>Student Signature</b>	
<b>Date</b>	

## For office Use Only - Credit Transfer Feedback

If no, Please Provide Reason:

Course Duration Changed: Yes No

Has the student been communicated: Yes No

Mode of Communication:

<b>Staff Name</b>	
<b>Designation</b>	
<b>Staff Signature</b>	
<b>Date</b>	