



**CREDIT TRANSFER FORM**

STUDENT DETAILS			
Student Name:			
Date of Birth:		Student ID:	
COURSE DETAILS (Course student requires the Credit Transfer for)			
Course Code and Name			
Previous Qualifications that the student Hold (If any)			
1.			
2.			
3.			
Unit Details (unit code and name)			CT approved (Y/N) (for office use only)
Student should provide Record of Result and or Statement of attainment of all the relevant previous study that they have been undertaken. All the academic documents will be sighted original or verified with the issuing institution before processing CT)			
Student Signature:		Date:	



<b>Academic Use Only</b>			
Statement of Attainment/Record of Results verified with Issuing RTO		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Course details after processing CT ( see attached sheet)</b>			
Student informed of the decision and Timetable Issued to the student <i>(please ask the student to complete the acceptance of credit transfer on page 2 of this form)</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Authorised Signatory		Date	
<b>Admin Use Only</b>			
Approved Fee (AUD):			
Course Start Date		Course End Date	
CoEs issued with approved duration and fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature		Date	
Credit Transfer units updated on SMS	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature		Date	
<b>Student Acceptance of Credit Transfer Decision</b>			
<ul style="list-style-type: none"> <li>• I acknowledge the credit transfers decision for the units granted to me by Victorian College of Education.</li> <li>• In the view of grant of Credit Transfer for the above units, my course schedule will be reviewed and modified.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>			
<b>Student Signature:</b>		<b>Date:</b>	