

Credit Transfer Application

To be filled out by the student and submitted to Community Education Australia (CEA) office via email or post or in person.

Learner's Details	
Family Name	
Given Name	
Email	
Address	
Contact No.	

Please provide the information regarding course for which you require to have the credit transfer:

Course name	Course Code

Please provide the details of units for which you require credit transfer:

From (Units studied at Previous provider)	To (Matching units at CEA)

Use extra sheet if more units are to be entered.

Information related to credit transfer:

- For application to be processed further, the learners need to provide the Statement of Attainment or Record of Results or some other document as an evidence of completion of the unit(s), issued by a registered training provider in Australia.
- Credit transfer application must be lodged before the commencement of studies.
- If the application gets approved, the length of the course will be shortened accordingly.
- The learner will be communicated the outcome of the application promptly.

Privacy Statement:

CEA stores and uses personal information only for the purposes of administering Learner enrolment and education. The information collected is confidential and will not be disclosed to third parties without Learner's consent, except to meet government, legal or other regulatory authority requirements. The information collected in this form is just to meet the compliance requirements and obligations. It must be noted by the Learners that the information collected during the enrolment process and in this form can be provided to Australian government and the designated authorities in certain circumstances. Under the Privacy Act 1988, Learners can access their personal information held on them and they may request corrections to information that is incorrect or out of date.

Learner Declaration:

I declare that I wish to apply for course credit as outlined in this form. I have been communicated all the information in regards to course credit. The attachment with this form is the soft/hard copy form of my original academic document. All the information provided in the form is correct and complete.

Student name: _____

Student Signature: _____ **Date:** _____

Office use only: Credit Transfer Application outcome**Credit Transfer Approved? Yes / No**

If No, please provide the reason:

Please provide the details of credit transfer

Name of Unit	Code of unit	Decision of Assessor (Approved or not approved)	Assessor's Initials

Effects of credit transfer

- Recommended reduction of _____ weeks/months from the proposed course duration.
- Recommended reduction of \$_____ from course fee.
- Change in timetable / training plan.

Checklist for finalising the Credit Transfer Application:

- Has the Learner been notified of the changes as result of credit transfer?
- Has it been updated on Student Management System?
- Has the Student Support and Accounts department been notified about the reduction of duration and fees?
- Please file this document along with the application in student file.
- Has the Trainer notified the Learner about the change in timetable?

Comments if any:

Has the student been communicated? Yes / No

Mode of Communication: _____

Learner Declaration:

I declare that I have been communicated the outcome of the Credit Transfer Application and I am satisfied with the outcome.

Learner's name: _____

Learner's Signature: _____ **Date:** _____

Staff name: _____ **Designation:** _____

Staff Signature: _____ **Date:** _____