

## SUBMIT THIS FORM BEFORE YOUR COURSE COMMENCEMENT

### Instructions to students before completing this application:

1. Read and understand our [Recognition of Prior of Learning and Credit Transfer Guide](#).
2. Obtain a Course Information Sheet for the qualification/course for which you are seeking to apply for credit transfer/s in.
3. **Provide a copy of YOUR USI TRANSCRIPT with this form** so that we are able to verify you hold the unit/s.
4. If the unit/s are not listed on your USI transcript, you must then supply us with a copy of your Qualification certificate & Record of Results OR Statement of Attainment.
5. Some educational institutions/TAFE's charge a fee to authenticate your certificate when we ask them. You will be liable to pay their fee if this occurs. We will advise you should this be required.
6. Your application might be partially rejected if you attend any class for the unit/s you have applied to be Credit Transferred. Should this occur, the associated tuition fees will not be refunded.
7. Completing this application does not guarantee Credit Transfers will be approved/refund provided.

### Student Details

<b>Surname:</b>	
<b>First Name:</b>	
<b>Postal Address:</b>	
<b>Email Address:</b>	
<b>Contact Number:</b>	
<b>Course ID no.:</b>	

### Supporting Evidence for this Application

Please list below all Record of Results/ Statement of Attainment/ Certificate/ Transcript/ License evidence that you rely on to support your application.

No.	Document Name	Name & Code of the Issuing RTO	Date Issued
<i>e.g.</i>	<i>Statement of Attainment</i>	<i>Partners in Training Australia 21837</i>	<i>01/07/2019</i>
1			
2			
3			
4			
5			

**List the unit/s of competency you wish to apply for Credit Transfer**

Unit Code	Unit Name	Document No. <i>use the number on the previous page</i>	OFFICE USE ONLY ✓ = Granted
e.g.HLTWHS004	Manage work health and safety	1	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**Bank Details for Tuition Fee Refund**

Where credit transfer/s have been approved by us, we will refund you any tuition fee amount that applies to those unit/s we have approved. Enter your banking details below.

<b>Account Name:</b>			
<b>BSB:</b>		<b>A/C No.</b>	

**Student Declaration & Authorisation**

I declare that:

1. I have been provided with the relevant Course Information Sheet for the qualification/course I have expressed interest in.
2. The information contained in this application is true and correct.
3. All documents I have provided to support my application are authentic and genuine.
4. I understand that a refund of tuition fees I have paid associated with unit/s in this application will only be provided if my application has been approved.

I authorise Partners in Training Australia to release my personal information, academic qualifications, results and/or enrolment details to the educational institutions I have listed in the Supporting Evidence section on Page 1 of this application for the purpose of having those certificate/s verified for authenticity.

<b>Signature</b>		<b>Date</b>	
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