

Credit Transfer Application Form

(Including National Recognition)

DEFINITION:

- National Recognition (NR)** is defined as 'recognition by a Registered Training Organisation (RTO) of the Australia Qualifications Framework (AQF) qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person' (Source: Users' Guide to the Essential Conditions and Standards for Continuing Registration, Australian Quality Training Framework, Commonwealth of Australia, 2010).
- Credit Transfer (CT)** is defined as 'a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications' (Source: Australian Qualifications Framework 2nd Edition January 2013)

STUDENT PERSONAL INFORMATION

Family Name:	<input type="text"/>	Given Name:	<input type="text"/>
Student ID:	<input type="text"/>	Unique Student Identifier (USI):	<input type="text"/>
Course Code:	<input type="text"/>	Course Name:	<input type="text"/>

PRIOR COURSE OF RELEVANCE

NOTE: With an application form for Credit Transfer, you must provide a certified copy of the Qualification with the Statement of Attainment / Official Academic Record / Official Course Outline within 30 days after orientation, or you will be inducted as a completely new student. A certified copy is a photocopy that has been certified as a true copy of the original by a Justice of the Peace or a similar person. Alternatively, you can bring the original documents and a photocopy with you when lodging your application. The documentation you provide must clearly show the units of competency completed. If you have already commenced a unit, tuition fee exemption for that unit will not be granted. If you do not meet the above time frame, you may still be entitled for credit transfer, however, you will be ineligible for a tuition fee exemption due to late application. Make sure you keep a copy of the application form for your records. You must complete page 2 of this application form (and, if applicable, the relevant appendix for certain courses). The outcome of the application will be provided within 10 working days after the application is received by ATMC.

Course code:	<input type="text"/>	Course name:	<input type="text"/>
Start date:	<input type="text"/>	Last study/End date:	<input type="text"/>
Name of Institution (in full):	<input type="text"/>	Did you complete your course?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student to complete the list of units on the following page:

STUDENT DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results. I understand I have to pay an application fee for every application that I am granted credit transfer for my course enrolment.

Student Signature: <input type="text"/>	Date: <input type="text"/>
---	----------------------------

UPON COLLECTION OF LETTER OF EXEMPTION:

Student Signature: <input type="text"/>	Date: <input type="text"/>
---	----------------------------

Australian Technical and Management College Pty. Ltd.
 Trading as Australian Technical and Management College
 470 Bourke St, Melbourne VIC 3000
 Telephone: +61 3 8327 3100 Email: info@atmc.edu.au Website: www.atmc.edu.au
 ABN: 73 130 044 745 RTO No: 22158 CRICOS: 03013D



Credit Transfer Application Form (Including National Recognition)

OFFICE USE ONLY: TRAINING, FINANCE, STUDENT SERVICES DEPARTMENTS

ADMINISTRATOR DECLARATION

By ticking this box I confirm the student has completed a valid CT/NR application with sufficient supporting documentation.

Date of submission: [text box]

Administrator signature: [text box]

FINANCE DEPARTMENT PAYMENT ADJUSTMENTS

Does the student's course tuition fee need adjustments? Yes No

Comments:

[Large empty text box for comments]

Finance Team Leader Signature: [text box]

Date: [text box]

APPROVAL

Request Approved: Yes No

Approving Officer's Name: [text box]

Position: [text box]

Approving Officer's Signature: [text box]

Date: [text box]

ADMISSIONS & STUDENT SUPPORT DEPARTMENTS

eCOE/LOF revised Yes Admissions Officer Signature: [text box] Date: [text box]

Credit Transfer granted: Yes Letter of Exemption issued

Credit noted on SMS database: Yes

Recommended reduction of [text box] weeks/months (please circle) of course Signature: [text box]

Student Support Officer: [text box] Date: [text box]

Australian Technical and Management College Pty. Ltd. Trading as Australian Technical and Management College 470 Bourke St, Melbourne VIC 3000 Telephone: +61 3 8327 3100 Email: info@atmc.edu.au Website: www.atmc.edu.au ABN: 73 130 044 745 RTO No: 22158 CRICOS: 03013D