

**Please read these instructions carefully before you complete the form and send it for processing**

1. Make sure this really is a credit transfer. The title and code of the unit for which the student is seeking credit transfer **must be** identical unless the version has changed. If the code/version has changed but the content is identical a copy of the mapping guide must be attached as evidence the previously completed unit is equivalent to the current unit.

**Note:** If the code / version has changed and the content is not the same this is **NOT** a credit transfer - it may be Recognition of Prior Learning and must be handled accordingly.

2. Complete:
  - **One form per program**
  - Student's Name; Address: Date of Birth: Student Number
  - Program to which the credit is to be transferred (This is very important)
    - Profile students must be enrolled in at least one course of this program
    - User Choice students - if not enrolled, then they must be matriculated into this program
3. If the student has completed the units for which they want credit transfer at any TAFE Qld Institute, a copy of the student's Academic History must be attached as proof/evidence; with the units highlighted showing the successful grade. If the unit code/version has changed but the content is the same attach a mapping guide to the form.
4. If the student has completed the units for which they want credit transfer, with a provider other than TAFE Qld, documentation from the relevant provider must be attached, proving that the student has successfully completed all units
5. Write the **complete unit code** for each unit credit transfer is requested i.e. all letters and numbers of each unit e.g. CHCORG6A
6. Provide the name of the Institute/Provider and year in which subjects were completed
7. Ensure that the Student has **signed** the form before you submit it for processing.
8. Print an Academic Advisement Transcript (AAT) for the **program** against which the credit is to be processed **prior** to the teacher approving the Credit Transfer, \*(Details of how to do this are noted below.)
9. The teacher must indicate if the credit is approved or not, by writing either YES **or** NO in the space provided, followed by the teacher's **printed** initials
10. The Credit Transfer must have the supporting signature from the Operations Manager or Faculty Director **prior** to being processed,
11. If a student requests a credit transfer this should be completed within the first **5 weeks** of the Start of Study (SOS) date, to allow the student to receive a refund.  
**NO** refunds are permitted after **5 weeks** from course commencement
12. After processing the Credit Transfer, the student is automatically withdrawn from the units for which credit has been approved and the refund issued – **providing this is within the first 5 weeks of the Start of Study date.**

**\*How to run an academic advisement transcript (AAT) for a specific program:**

- Go to normal AAT printing panel
- Type in student number; Tab (this will produce student name)
- Leave on "**All dates**" check box
- Tab to "**All programs**" – untick this box & it will tab you across to the next box
- ALT+F4, Tab down to short description and type in program code (letters must be in capitals); Search; okay
- Tab to last box & drop down. Select correct plan & okay; run as per normal
- This will produce the eligibility check for that particular program

**Please use BLOCK LETTERS and print your name in full**

Date /Campus Received		Application Number	
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Mr Mrs Ms Surname

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First given name

Other given name (s)

Address:	Home Phone:
Postcode:	Work Phone:

Date of birth	/	/	/	Student Number								
Day	Month	Year										

**Details of credit sought:**

Details of course / program for which credit is being sought

Course / Training Package details	Course / Training Package code	Course / Training Package name
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DP number	Class number	Drop (NATT) required to process transfer credit	Course cost refund applicable for processing ( <i>accepted within five weeks of SOS</i> )
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Cheque <input type="checkbox"/>	Dir CR <input type="checkbox"/>	BSB _____ Account Number _____
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**Applicants must attach full documentary evidence or certified copies in support of this application**

**Details of study completed**

*Please print*

**Details of credits wanting to claim**

*Please print*

Institute & Course Name	Unit / Module Codes	Unit / Module Name	Year	Unit / Module Code	Unit / Module Name	Yes No	Teacher's Initials

<p style="text-align: center;"><b>Applicant's certification</b></p> <p>I certify that the particulars and documentation that I have supplied are correct in every detail</p> <p>Name: _____</p> <p>Signature _____</p> <p>Date:            /        /</p>	<p style="text-align: center;"><b>Operations Manager / Faculty Director's approval</b></p> <p>As the delegated Institute Officer, I acknowledge that I have sighted the original or certified copies of the documents (copies attached) which support this application and approve the above decisions</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date:                            /        /</p>
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