

# CREDIT TRANSFER FORM – INTERNATIONAL STUDENTS



Alana Kaye recognises Statement of Attainments issued by another Registered Training Organisation. Credit transfer means that you will not need to participate in training and assessment for the unit of competency deemed equivalent. Course credit may impact on your course and student visa duration.

## Instructions:

1. Please complete Part 1 – Student Request for Credit Transfer. In this section identify the Unit of Competency Code and title that you would like to use credit transfer towards your enrolment.
2. Please attach a copy of your Statement of Attainment and highlight the Units of Competency that you would like credit.
3. If possible, please show Alana Kaye an original copy of your qualification/Statement of Attainment, as we will need to verify the authenticity of the documentation.
4. You will be notified of the outcome of your credit transfer request and the impact this will have on your Confirmation of Enrolment and timetable. Once you are notified and agree to the decision, please sign part 2 Student Acceptance of Outcome.

## PART 1 – STUDENT REQUEST FOR CREDIT TRANSFER

STUDENT DETAILS				
FIRST NAME		SURNAME		
DATE OF BIRTH		E-MAIL		
QUALIFICATION CODE/TITLE		USI		
STUDENT DECLARATION I apply for the credit transfer for the following units of competency. I authorise Alana Kaye to contact the issuing Registered Training Organisation to check the authenticity of documents provided.				
_____		_____		
STUDENT SIGNATURE		DATE		
UNITS COMPLETED ON WHICH CREDIT IS BASED		ALANA KAYE UNITS FOR WHICH CREDIT IS BEING SOUGHT		
UNIT CODE	REGISTERED TRAINING ORGANISATION NAME	UNIT CODE	UNIT TITLE	APPROVED

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## PART 2 – STUDENT ACCEPTANCE OF OUTCOME

**ALANA KAYE COMMENTS TO STUDENT** (eg. Course credit will result in reduced course duration; timetabling changes for student etc).

### STUDENT ACCEPTANCE

I acknowledge and accept the credit transfer decision for the units listed above.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

## OFFICE USE ONLY

### Part 1 – Check credit transfer request

- Equivalence between unit codes has been checked in the current Training Package
- Checked Statement of Attainment with issuing RTO – attached evidence
- Copy of Statement of Attainment attached
- Student notified of credit transfer decision and impact – complete Part 2.

Date check completed: \_\_\_\_\_ Initial: \_\_\_\_\_

### CRICOS

- Student acceptance of outcome received
- Prior to student visa being granted – Confirmation of Enrolment issued taking into consideration course credit
- After student visa has been granted – report the change of course duration via PRISMs
- Credit transfer form scanned and saved to student file
- Original filed in student file