

CREDIT TRANSFER APPLICATION FORM



To be completed by applicant or by assisting staff member

Surname:		Title:	
First Given Name:			
Qualification you are enrolling (or enrolled) in	Course Code	Course Name	

Applicant information

The following guidelines apply to applications for Credit Transfer at The Hammond Institute Pty Ltd:

1. This form is to be used to claim credits and/or exemptions for prior study/education (vocational or professional education).
 2. Details of completed studies **MUST** be supported by certified documentary evidence (i.e. signed by a responsible person such as a Justice of the Peace, Commissioner for Declarations, solicitor or barrister, police officer, teacher, member of permanent academic staff of Hammond Institute).
 3. Documentary evidence is not required for study undertaken previously at Hammond Institute.
 4. Duplicate certified documentary evidence must be attached to this form.
 5. Hammond Institute will verify your previous education with the institution that issued your qualification or statement of attainment prior to granting approval of your application.
 6. Hammond Institute can only grand credit transfer of the unit of competency(ies) that are included in the qualifications within its scope of registration.
 7. A credit transfer application fees of \$100 to be borne by student and is non refundable. (More information will be discussed with you by our staff).
 8. Whilst students may apply for Credit Transfer at any time, you are encouraged to apply before commencing a training program.
 9. Credit transfer will only be assessed your enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for RPL except via the Hammond Institute Pty Ltd recognition service for full qualifications or courses.
- **To apply for Credit Transfer, the applicant must complete and submit the following documentation to The Hammond Institute Pty Ltd:**
 - Credit Transfer/RPL Application Form (this form)
 - Certified copy of the Qualification or Statement of Attainment
 - Student Enrolment Form (if not already enrolled) and USI Number
 - Credit transfer fees of \$100 (non-refundable)

Please write the name of the institution, unit code and unit name below. Please note that any errors in the information you provide below may lead to delay in processing your application.

Institution Name	Unit Code	Unit Name	For Office Use Only
			Credit approved? Yes / No

Student's Declaration:

By signing this form, I certify that the information provided is true and correct.

Signed:		Date:	
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