

Credit Transfer Application Form

(Including National Recognition)

DEFINITION:

- National Recognition (NR):** (a) 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; (b) recognition by each state and territory's registering body of the training organizations registered by any other state or territory's registering body and of its registration decisions; and (c) recognition by all state and territory course-accrediting bodies and registering bodies of the courses accredited by each state or territory's course-accrediting body and of its accreditation decisions.
- Credit Transfer (CT):** a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.

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 Name: <input type="text"/>	Course Code: <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. The outcome of the application will be provided within 10 working days after the application is received by Baxter Institute.

Course name: <input type="text"/>	Course code: <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

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: <input type="text"/>	Administrator signature: <input type="text"/>
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APPROVAL OF TRAINING DEPARTMENT

Director of Studies/Course Coordinator Name/Student Support Officer: <input type="text"/>	
Signature: <input type="text"/>	Date: <input type="text"/>

FINANCE DEPARTMENT PAYMENT ADJUSTMENTS

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

Finance Manager Signature: <input type="text"/>	Date: <input type="text"/>
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ADMISSIONS & STUDENT SUPPORT DEPARTMENTS

eCOE/LOF revised Yes → Admissions Officer Signature: Date:

Credit Transfer granted: Yes → Letter of Exemption issued

Credit noted on SMS database: Yes

Recommended reduction of weeks/months (please circle) of course Signature:

Student Support Officer: Date:

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