

APPLICATION FOR CREDIT TRANSFER (CT) FORM

ESOS Standard 12

STUDENT DETAILS

FAMILY NAME		FIRST NAME	
MOBILE NUMBER		EMAIL	
ADDRESS			

CURRENT ENROLLED COURSE/S

COURSE NAME	START DATE

PREVIOUSLY STUDIED COURSE/S

PREVIOUS STUDY DETAILS*			
NAME OF INSTITUTION	QUALIFICATION	START DATE	END DATE

*Students must provide all evidence required to process this CT request. This may include certificates, academic transcripts, and unit/course outlines.

STUDENT DECLARATION

I declare that to the best of my knowledge all information and documentation provided in support of this application is accurate and true, and I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in the delay or cancellation of my request for credit transfer, and may result in further disciplinary action being taken against me by Qii.

I have submitted my application for CT along with all relevant documentation, information and unit/course outlines that application requires. I am aware that the processing time for my application may require up to 10 working days, and that all CT applications will be recorded and retained by Qii. I am aware that any CT granted to me may affect my course duration and therefore my student visa. All CT applications shall be processed in an equitable and efficient manner. I am aware that it is my responsibility to provide all necessary documentation **within the first quarter** of the duration of the course of study to which I wish to gain credit, and that failure to apply or to provide necessary documentation within that specific period may result in the denial of my request for CT.

Note: If an application for CT is refused, Qii shall inform the applicant in writing within 5 working days of the decision being reached. If students are unsatisfied with the decision reached, or the CT process in general, they may access our Complaints and Appeals Policy, via our website. If an application for CT is successful and awarded *before* the student visa grant, Qii will indicate the actual net course duration (as reduced by course credit) in the CoE issued for that course. If an application for CT is successful and is awarded *after* the student visa grant, Qii will report the change of course duration via PRISMS to DIBP and DoE, under section 19 of the ESOS Act (2000).

STUDENT SIGNATURE*

DATE

D	D	/	M	M	/	Y	Y	Y	Y
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* (If student is under 18, parent / suitable nominated relative must sign)

OFFICE USE ONLY

RECEIVED BY		DATE RECEIVED	
ASSESSOR NAME		DATE ASSESSED	

UNITS APPROVED FOR CREDIT TRANSFERS

1.	
2.	
3.	
4.	
5.	

VERSION CONTROL

VERSION: 2.1	DATE APPROVED: 07/12/2015	APPROVED BY: Jasmine Haynes	POSITION: Compliance and Business Development Manager
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