Credit Transfer Application Form

Applicant Name:		**Name of course you are enrolling in:**	

Please list the unit/s you are applying to have Credit Transferred, in the table below:

Unit code	**Full unit title**

Please list relevant qualifications, courses and units in the table below.

Issuing RTO details:			
RTO name:		RTO code:	
Certification evidence:	☐ Full qualification (including the record of results), or ☐ Statement of Attainment		
Date of issue for the requested unit/s:			
Copy of certification attached:	☐ Yes ☐ No	Note that credit will not be granted unless a copy of the full certification is attached (including the record of results for full qualifications)	

Signature:		**Date application submitted:**	

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Instructions for Clinton Institute staff – All sections of this application form must be fully and accurately completed. Credit cannot be granted unless fully and accurate copies of certification has been provided and verified. Staff must inform students of the outcome of the application and ensure ALL records are attached to this form.

<table>
<tr><td colspan="6">Office Use Only</td></tr>
<tr><td colspan="3">Is there any legislative or regulatory requirement precluding credit transfer for the requested unit/s?</td><td colspan="3">☐ Yes ☐ No
If yes, please provide details:</td></tr>
<tr><td>Verification method:</td><td colspan="5">☐ The certification was issued by Clinton Institute and the SMS checked to confirm accuracy.
☐ The student gave consent for Clinton Institute to access the USI registry. A copy of the USI print out is attached.
☐ An email was sent to the issuing RTO requesting confirmation. A copy of the RTO confirmation response is attached.
☐ The issuing RTO has shut down. Records were requested from ASQA and a copy of their response is attached.</td></tr>
<tr><td colspan="2">Based on the evidence provided, is credit transfer granted?</td><td colspan="2">☐ Yes ☐ No</td><td>Date student informed of outcome:</td><td></td></tr>
<tr><td>Method of informing student:</td><td colspan="5">☐ Email (copy attached) ☐ Verbally advised in person (copy of file note attached) ☐ SMS copy attached</td></tr>
<tr><td>Processed by:</td><td></td><td>Signature:</td><td></td><td>Date:</td><td></td></tr>
<tr><td colspan="6">Supplementary notes:</td></tr>
</table>