

## INSTRUCTIONS

In accordance with National Code Standard 12, Australis Institute of Technology and Education (AITE) recognizes all AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs) and grants academic credit for such courses/units of study upon a prospective or existing student's application (supported by the requisite documentary evidence) for such course credit.

If you have previously completed qualification(s) or unit(s) of competency you may be eligible to apply for a credit transfer. Please visit Australis Institute's website and fill out the Credit Transfer Form, attach copies of the evidence you have (e.g. Certificate and/or Statement of Attainment) and submit all the evidence with your Letter of Offer.

Applicants will be notified of the outcome of their application within 28 working days of its submission.

*Australis Institute does not grant course credits for the recognition of prior learning (RPL) for international students. Your credit application must be accompanied by;*

1. A certified copy of your Statement of Attainment, Testamur, Academic Transcript showing the institution name, completion date, unit code/s, unit title/s and results.
2. Where documentation is issued in another name (e.g.: maiden name), you must provide a certified copy of change of name documentation (e.g.: Certificate of Marriage)
3. Should evidence provided be in a language other than English, a translation by an accredited translator must be provided.

International Students who may have an Academic Credit Transfer granted it may affect the length of the student's visa so consultation with Academic Coordinator and Student Support Services is advised prior to lodging an application.

- a. if the course credit is granted before the student visa grant, the actual net course duration (as reduced by course credit) will be reflected in in the confirmation of enrolment (ECoE) issued for that student for that course; or
- b. if the course credit is granted after the student visa has been grant, then AITE will report the change of course duration via PRISMS under section 19 of the ESOS Act, and provide student with a revised ECOE with shorter duration in accordance to the course credit granted.

### **Applications must be received at least three weeks before commencement of semester**

If this application is not submitted in sufficient time to be assessed and processed prior to the census date of any enrolled units for which you are requesting Academic Credit Transfer then you will still be liable for any fees, debt or Student Learning Entitlement incurred for the enrolled unit/s.

### **Appeals**

If you believe your application has not been fully or fairly assessed you may request a review of the application and may lodge a formal written appeal within 10 working days of receipt of notification of the outcome of your application to the Administration Manager/Academic Coordinator/Principal. Please discuss your concerns initially with the relevant Faculty Assessment Officer and complete Student complain/Appeal from available from Student services.

### **Cost**

The cost involved for the application of Academic Credit Transfer is \$500.00 (the Application fee is non-refundable if Credit Transfer is not granted) for the application.

Issue Date: Jan 2014	Reviewed Date: Aug 2019	Authorised by: John Whittingham
Developed by: NJ	Academic Coordinator Academic CT Application form	Page 1 of 4
AUSTRALIS INSTITUTE OF TECHNOLOGY AND EDUCATION, ABN 17 120 701 911, RTO ID: 91630 CRICOS ID: 03173K		V.2.1

<b>A. Academic Credit Transfer APPLICATION FORM (Please type your responses or use BLOCK CAPITALS)</b>				
Title		First Name		Surname
Preferred Name		Gender		Phone Number
Street Address		City		Mobile Number
Suburb		State		Post Code
Organization				Date of Birth
Email Address				
Course Name				Course Code
Start Date		End Date		
<b>B. Background</b>				
Credit Transfer	<ul style="list-style-type: none"> <li>Academic Credit Transfer (ACT) involves assessing a previously completed course or subject to see if it provides equivalent learning or competency outcomes to those required within your course.</li> </ul>			
Assistance	<ul style="list-style-type: none"> <li>For assistance completing this form, please contact the Student Service Officer/Academic Coordinator</li> </ul>	Email		
		Phone		
<b>D. Previous Units of Competency</b>		<b>Training Unit To Complete</b>		
After looking at the Units of Competency for the Course in which you are enrolling, which units have you previously completed that you think may apply? (please attach copies)		Equivalent Unit of Competency	ACT Granted? (Academic Coordinator To Complete)	
Years	Units of Competency (please specify)	Code & Unit Name	Academic Credit Transfer Yes/No	

After looking at the Units of Competency for the Course in which you are enrolling, which units have you previously completed that you think may apply? (please attach copies)		Equivalent Unit of Competency	ACT Granted? (Academic Coordinator To Complete)
Years	Units of Competency (please specify)	Code & Unit Name	Academic Credit Transfer Yes/No

**Share of Personal Information – Disclaimer:** Information is collected prior to your enrolment, on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

#### Student Declaration:

- I confirm the information provided in this form is true and correct.
- I have read and understand AITE's policy in relation to Academic Credit Transfer and the costs/fees Involved.
- This is an application for Academic Credit transfer in my current enrolled course and the application will be considered in accordance with AITE's Academic Credit Transfer Policy and Procedure.
- I will be informed of the outcome of this request in writing including the reasons for the outcome.
- I have read and understood AITE's Complaints and Appeals Process.
- If the Academic Credit Transfer is approved my current electronic Confirmation of Enrolment (eCoE) may be revised to reflect the new course duration and the Department of Immigration and Border Protection (DIBP) will be informed.
- I understand that I may have contact DIBP and seek advice on my student visa duration if required.
- If applicable, my entitlement to a refund will be assessed in accordance with AITE's Refund Policy for International Students.

#### F. Student Signature

I hereby certify that the information provided and the documentation attached are true and correct:

Signature		Date	
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#### H. Assessor Signature

I have assessed the information provided and documentation attached and deem that the student should be granted Academic Course Credit as outlined above.

	Date	
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Has the Institute notified the student of the decision in writing (please attach):	Yes / No
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Comments by	

Office use only
<p><b>Signature of Administration Manager/or Academic Coordinator/or Principal:</b> _____</p> <p><b>Name of Administration Manager/or Academic Coordinator/or Principal:</b> _____</p> <p>It is the Academic Coordinator responsibility to ensure the student's study plan is amended appropriately if ACT is granted. The student must therefore be given a revised study plan.</p> <p>The applicant will be officially notified of the outcome of their application by the Administration Manager/ or Academic Coordinator/or Principal). No communication should occur with the student concerning the possible or actual outcome of this application prior to the applicant receiving official notification.</p>

Student has paid \$100.00 Application fee (Non Refundable) <input type="checkbox"/>	Students currently enrolled in units approved for RPL (if applicable) <input type="checkbox"/>
Course has been amended by Academic Coordinator to accommodate ACT Yes <input type="checkbox"/> No <input type="checkbox"/>	New eCOE required Yes <input type="checkbox"/> No <input type="checkbox"/>
Initials and date	
File recorded	
Processed by	
Education background Input	
Checked	
Official Communication Sent	
Completion approved	