

CREDIT TRANSFER PROCESSING CHECKLIST

All applications for credit transfer must be submitted with this completed checklist within **5 weeks from start of study** to be considered for a refund.

Responsible Officer	Steps/Requirements	Tick when completed
Faculty Admin	1. Complete one form per program <ul style="list-style-type: none"> ▪ Students must have at least one active enrolment into the program for which transfer credits are being sought. ▪ A student cannot transfer credit an entire qualification (User Choice is an exception from this rule) 	<input type="checkbox"/>
Faculty Admin	2. Attach Academic Advisement Transcript to credit transfer application <ul style="list-style-type: none"> ▪ The AAT must be attached as evidence with the units to be credited highlighted. 	<input type="checkbox"/>
Faculty Admin	3. Attach Enrolment Amendment / Refund Application paperwork <ul style="list-style-type: none"> ▪ If the student is already enrolled into the unit or has received a grade, enrolment amendment/ refund application paperwork must be completed and attached for CSIC to action at time of processing the credit transfer. 	<input type="checkbox"/>
Faculty Admin	4. Attach supporting documentation from any external providers showing grade for credit <ul style="list-style-type: none"> ▪ If the student has completed units with a provider other than TAFE Qld, documentation from the relevant provider must be attached to the transfer credit application form along with a current AAT. 	<input type="checkbox"/>
Faculty Admin	5. Course codes completed in full <ul style="list-style-type: none"> ▪ To accurately process, all course codes must include all letters and numbers. This is important when identifying versions. For example, CHCORG6A. 	<input type="checkbox"/>
Teacher / Assessor	6. Credit Transfer Support <ul style="list-style-type: none"> ▪ The teacher must indicate if the credit is supported or not, by writing either YES or NO in the space provided on the application form and initialling the form. 	<input type="checkbox"/>
Operations Manager / Faculty Director	7. Credit Transfer approval <ul style="list-style-type: none"> ▪ The credit transfer application form must have the approval signature from the Operations Manager or Faculty Director prior to processing. 	<input type="checkbox"/>
All staff to be aware	8. Credit Transfer timeframes <ul style="list-style-type: none"> ▪ Students approved for a transfer credit within 5 weeks of start of study will be eligible for refund. Students outside of this timeframe will not be eligible for a refund. 	

Please use **BLOCK LETTERS** and print your name in full

Date /Campus Received		Application Number	
Mr Mrs Ms		Surname	
First given name		Other given name (s)	
Address:		Home Phone:	
Postcode:		Work Phone:	
Date of birth	/ / Day Month Year	Student Number	

Details of credit sought:

Details of course / program for which credit is being sought

Course / Training Package details	Course / Training Package code		Course / Training Package name
DP number	Class number	Drop (NATT) required to process transfer credit <input type="checkbox"/>	Course cost refund applicable for processing <i>(accepted within five weeks of SOS)</i> <input type="checkbox"/>
Cheque <input type="checkbox"/>		Dir CR <input type="checkbox"/> BSB _____ Account Number _____	

Applicants must attach full documentary evidence or certified copies in support of this application

Details of study completed

Please print

Details of credits being claimed

Please print

Institute & Qualification Name	Unit / Module Code	Unit / Module Name	Year	Unit / Module Code	Unit / Module Name	Yes No	Teacher's Initials

NOTE: Please see Page 3 if you require further unit / module credits.

<p align="center">Applicant's certification</p> <p>I certify that the particulars and documentation that I have supplied are correct in every detail</p> <p>Name: _____</p> <p>Signature _____</p> <p>Date: / /</p>	<p align="center">Operations Manager / Faculty Director's approval</p> <p>As the delegated Institute Officer, I acknowledge that I have sighted the original or certified copies of the documents (copies attached) which support this application and approve the above decisions</p> <p>Name: _____</p> <p>Signature _____</p> <p>Date: / /</p>
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