



APPLICATION FOR CREDIT TRANSFER (CT)

Name: _____

Student number: _____

Email address: _____

Address in Australia: _____

Suburb: _____ State: _____ Postcode: _____

Which qualification are you studying (or going to start) to complete?

List unit(s) for which Credit Transfer is sought: [Please use full unit code and title e.g. BSBCMM211 Apply communication skills]

List of official documents attached. [Please Note: All copies of academic transcripts or Statements of Attainment must be certified]

Reason(s) CT is being sought:

Notes &/or comments:

CREDIT TRANSFER (CT) POLICY

The Australian Academy of Commerce ('Academy') recognises other qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs) within the Australian Qualifications Framework. Formerly known as 'mutual recognition', Credit Transfer (CT) evaluates prior learning to determine its equivalence to units or learning outcomes required in a student's current course.

This 'Credit Transfer Application Form' is designed to facilitate the recognition of formal learning by granting credit for equivalent units of competency completed at another Registered Training Organisation (RTO) or authorised provider within the Australian Qualifications Framework.

To apply, students must complete this form and provide certified copies of relevant academic transcripts or Statements of Attainment as evidence of their prior learning. The form and supporting evidence must be submitted to AAC's Student Services Officer (SSO) for approval, sso@aac.nsw.edu.au. AAC will endeavor to have applications reviewed by a qualified assessor within 10 business days of submission. Applications for Credit Transfer are encouraged to be submitted prior to enrolment; however they can be submitted any time before the start of the relevant unit.

Please note:

- Any Credit Transfers approved after the commencement of study will not vary the payment details on the Application Form agreed upon at enrolment.
- For international students, any reduction in course duration as a result of approved credit transfer will be reported to the Department of Home Affairs (DHA) via PRISMS under section 19 of the *ESOS Act 2000*.

For more information, please refer to AAC's Course Credit and Recognition of Prior Learning (RPL) Policy and Procedure.

If you have any questions or require assistance in completing this form, please contact the Student Services Officer at sso@aac.nsw.edu.au

Applicant's signature: _____

Date: _____

OFFICE USE ONLY

Decision made and reason(s), including unit(s) for which Credit Transfer is granted (if applicable):

Decision date: _____

Director of Studies' signature: _____

Record Administrator's name & signature: _____

This is to certify that I, _____ (applicant's name) have received and accept the decision regarding my application for recognition of my previous competency. My signing below indicates that I understand and will adhere to AAC's Course Credit and Recognition of Prior Learning (RPL) policy and I have been advised of the complaints and appeals process if unsatisfied with the decision.

Applicant's signature: _____

Date: _____