

Credit Transfer Application Form

Credit Transfer

If you have any prior Nationally Recognised Certificates or Statements of Attainment completed within Australia, they may be eligible for Credit Transfer. You must be able to present an original certificate with competencies containing nationally recognized titles and codes. If any of these unit title and codes identically matches the units that you are enrolled, you will be granted a Credit Transfer for that particular unit.

Student Name:	
Student ID No.	
Credit Transfer from (course):	
Credit Transfer to (course):	
Date of application:	

In the table below, list the units that you wish to apply for a Credit Transfer.

Unit Code	Unit Title	Evidence Supplied	CT Granted (Swanston to complete)

Student Declaration

Original copies of all Certificates / Statements of Attainment have been provided to Swanston Institute to copy for the purposes of this Credit Transfer application and are original documents obtained through accredited training pathways.

Student Name:			
Signature:		Date:	

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OFFICE USE ONLY:

Training/ Admin Manager/ Course Coordinator to complete:	
Original Certificates / Statements of Attainment(s) have been sighted?	☐ Yes ☐ No
Original Certificates / Statements of Attainment(s) have been sighted?	☐ Yes ☐ No
'CT Granted' column above is completed?	☐ Yes ☐ No
Where CT is not granted a written explanation has been provided.	☐ Yes ☐ No
The above application has been reviewed and outcomes indicated. All original Certificates/ Statements of Attainments have been sighted and are attached to this application.	
Training Manager/ Admin Manager name:	
Signature:	
Date:	