

CREDIT TRANSFER APPLICATION

Credit Transfer is credit given for learning outcomes that individuals have already achieved through completed components of a qualification or other formal learning. Documentary evidence such as statements of attainment must accompany all credit transfer applications. Refer to the Credit Transfer policy for further information.

All students are advised to read the 'IMPORTANT INFORMATION' section prior to completing and submitting this application form.

Please write in BLOCKLETTERS using a black or blue pen.

I am applying as a: FUTURE STUDENT (NEW APPLICANT)

CURRENTLY ENROLLED STUDENT

PERSONAL DETAILS

FAMILY NAME:		STUDENT ID:	
DATE OF BIRTH: DD/MM/YY		STREET NUMBER AND NAME (or PO BOX):	
SUBURB:		STATE:	
COUNTRY:		PHONE:	
EMAIL:			

COURSE DETAILS - PREVIOUS EDUCATIONAL INSTITUTION

NAME OF INSTITUTE: _____

LOCATION: _____ COURSE CODE: _____

COURSE TITLE: _____

WAS THE COURSE COMPLETED YES NO

STUDENT DECLARATION

- I have fulfilled all requirements required to be eligible for consideration.
- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that submitting false or misleading information may result in any offer of a place withdrawn at any stage, including after a course has commenced.
- I understand that the Institute reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I authorise ASTAR Training Institute to conduct a search and retrieval of my academic record from my previous institution(s) to verify the information contained in my application by contacting the issuing education institute or view the student's USI transcript online
- I understand that ASTAR Training Institute collects, stores, and uses personal information in accordance with the Institutes Privacy Policy, available at www.astartraining.edu.au

Signature of Applicant: _____ Date: _____

IMPORTANT INFORMATION - WHAT IS A CREDIT TRANSFER?

Credit Transfer recognises formal education that you have previously undertaken. If you have successfully completed any units from the course in which you are enrolling, or their equivalent, you may be eligible for Credit Transfer. If eligible, you may receive exemptions from units you have already completed. The units previously completed must be equivalent or identical to those in the course you are seeking credit for. ASTAR Training Institute will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation.

PROSPECTIVE STUDENTS

Please address your application to: ASTAR Training Institute Suite 5 & 6, 55 Phillip Street, Parramatta NSW 2150 or PO BOX 782, Parramatta NSW 2124 or enrolments@astartraining.edu.au

SUPPORTING EVIDENCE/DOCUMENTATION - PLEASE ENSURE THAT YOU KEEP A COPY OF YOUR APPLICATION AND ALL SUPPORTING DOCUMENTATION

This application will be assessed based on the type of evidence supplied. Each part of evidence should be clearly identified and numbered as an attachment, then listed on the first page of this form. If exemption is granted it will be recorded on your academic record. If exemption is not granted there may be a request for further evidence. You will be notified in writing on the outcome of your application. Students must provide certified copies of qualifications and Unit(s) of Competency/ information from the relevant course guide. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, doctor, accountant, bank manager etc.). This person must sight both the original and the photocopy. ATI staff may sight the original copies of AQF certification Testamurs, transcripts or Statement of Attainment

PLEASE NOTE: Your former Institution(s) may be contacted in the interest of seeking further information or clarification of your claim for Credit and refer to Credit Transfer Policy on ATI website

DO I HAVE TO PAY A FEE TO APPLY FOR CREDIT TRANSFER?

There is a charge for processing of a Credit Transfer please refer to our schedule of fees and charges.

WHAT ELSE SHOULD I KNOW?

- You will be notified of the results in writing by email.