Course Credit Application Form

Instructions

In accordance with National Code Standard 12, Salisbury College Australia (SCA) recognizes all AQF Qualifications and Statements of Attainment issued by another CRICOS 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.

Eligibility
If you have previously completed qualification(s) or unit(s) of competency you may be eligible to apply for a credit transfer.

Steps to process the Course Credit Application Form
1. Complete the Course Credit Application Form
2. Please attach copies of the evidence you have (e.g. Certificate and/or Statement of Attainment) of the relevant qualification

   Your credit application must be accompanied by;
   - 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.
   - 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)
   - Should evidence provided be in a language other than English, a translation by an accredited translator must be provided.
3. Pay the non-refundable Course Credit Application Fee of $100
4. Email the listed documents 1-3 to the SCA Student Support Officer through studentsupport@sc.edu.au or come to Level 5, 14 Railway Parade NSW 2134 to handover the documents.

Process Duration
Applicants will be notified of the outcome of their application within 10 working days of its submission. The outcome of this application will be sent written and entail the reasons for the outcome by the Academic department.

Effects of positive Academic Credit Transfer on your course duration
International Students who may have an Academic Credit Transfer granted it may affect the length of the student's visa so consultation with the Admissions department (contact through admissions@sc.edu.au) is advised before lodging this application.
- if the course credit is granted before the student visa is granted, the actual net course duration (as reduced by course credit) will be reflected in in the confirmation of enrolment (CoE) issued for that student for that course;
  or
- if the course credit is granted after the student visa has been grant, then SCA Admissions department will report the change of course duration via PRISMS under section 19 of the ESOS Act, and provide student with a revised CoE with shorter duration in accordance to the course credit granted.

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Important Considerations in this Application

- Please note that Salisbury College Australia does not grant course credits for the recognition of prior learning (RPL) for international students.

- Applications must be received at least three weeks before commencement of a term

- **Applicants must notify the admissions department the intention to course credit transfer prior to the student get admitted to the courses. (Special Timetable needs to be created by the academic department for the international student)**

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 Academic Manager.

Please discuss your concerns initially with the Student Support Officer and complete Student Complain/Appeal Form available at http://www.sc.edu.au or visit Level 5, 14 Railway Parade NSW 2134.

Cost of claiming Academic Course Credit

- The Academic Credit Transfer request fee is $100.00 (non- refundable) when you submit this application to the SCA Student Support Officer.

- If the Academic department confirms your eligibility to transfer course credit, a Credit Transfer Assessment Fee of $150 will be applied.

Complete the required details numbered 1-4 below

1. Student Details			
Title:		Student Number:	
First Name:			
Last Name:			
Mobile:			
Email:			
Postal Address:			
Suburb:			
State:		Postcode:	

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2. Course Details (your current enrolled course or the course you expect to enrol at SCA)		
Course Code/Name:		
Course Start Date:		Course End Date:

3. 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 authorised or required by law.

4. Student Declaration

☐	I confirm the information provided in this form is true and correct.
☐	I have read and understand SCA'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 SCA'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 SCA's Complaints and Appeals Process.
☐	If the Academic Credit Transfer is approved my current electronic Confirmation of Enrolment (CoE) may be revised to reflect the new course duration and the Department of Home Affairs be informed.
☐	I understand that I may have contact Department of Home Affairs and seek advice on my student visa duration if required.
☐	I agree to pay a non-refundable fee of $100 Credit Transfer Request Application when submitting this form with the mandatory documents specified in page 1 of this application
☐	If Academic department approves to grant course credit, a Credit Transfer Assessment Fee of $150 will be charged.

Student Signature:		Date:	

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Office Use Only			
☐	**Approved**	☐	**Not Approved**

Comments to action/ revise:

Department:	☐ VET Business	☐ VET Graduate Diploma
	☐ VET Kitchen Management	☐ VET Hospitality management
Name of the head of the department:		
Signature of the head of the department:		
Date:		

Final Confirmation			
☐	**Approved**	☐	**Not Approved**

Name of the Academic Manager	
Signature of the Academic Manager	
Date:	

It is the Academic Manager's 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. The applicant will be officially notified of the outcome of their application by the Student Services. No communication should occur with the student concerning the possible or actual outcome of this application priorto the applicant receiving official notification.

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Credit Transfer (CT) Assessment					
Credit Transfer:	Credit Transfer (CT) involves assessing a previously completed course or subject to see if it provides equivalent learning or competency outcomes to those required within your course.				
Year Completed					
Description of the Completed Units			**Total number of units transferred:**		
Completed Unit Code	**Completed Unit Name**		**CT Granted?** **(Head of the department to complete)**		
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No
			☐	Yes	☐ No

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			Yes		No
		☐	Yes	☐	No
		☐	Yes	☐	No
		☐	Yes	☐	No
		☐	Yes	☐	No
		☐	Yes	☐	No
		☐	Yes	☐	No
		☐	Yes	☐	No
		☐	Yes	☐	No
		☐	Yes	☐	No
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		☐	Yes	☐	No
		☐	Yes	☐	No
		☐	Yes	☐	No
		☐	Yes	☐	No

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Final Checklist			
☐	All parties signed	☐	Copy placed on Wisenet Enrolment logbook
☐	Followed up the inquiry	☐	Credit Transfer Assessment Fee ($150) paid
☐	Hard copy of transcript is copied and saved on Wisenet Enrolment logbook	☐	Students currently enrolled in units approved forACT
☐	Course has been amended by Head of the Department to accommodate ACT	☐	New CoE required ☐ Yes ☐ No
☐	Student has paid $100.00 Application fee (Non-Refundable)		

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