



CREDIT TRANSFER FORM

Credit Transfer relates to an evaluation of academic performance as it relates to a particular field of study that may have been completed previously that aligns to or is the same one being applied for.

Section A: Personal Details

Full Name:	
Address:	
Email:	
Contact Details:	
Current Course:	
Enrolment Period:	

Section B: Courses that you are applying Credit Transfer for –

- BSB50215** Diploma of Business
- SIT50316** Diploma of Event Management
- BSB52415** Diploma of Marketing & Communications



Section C: Module(s)/Unit(s) that you are seeking Credit Transfer for –

Completed UOC Details	Institute where study was undertaken	Transfer UOC Details	Verified

Section D: Declaration

I hereby apply for Credit Transfer as indicated above.

I certify that the information provided is true and correct, and that the Awards/Certificate/Statements referred to above have actually been awarded or that the subjects for which exemption(s) is/are claimed have actually been satisfactorily completed. I also agree to change CoE dates if required.

Applicant Signature:

Date:

Section E: Determination

Approved

Refused

DoS:

Date:

If 'Approved', current class list and Moodle will be changed. Student and trainer to be informed in writing by the Student Support Officer.

If 'Refused', student must be informed in writing by Student Support Officer

**Section F: Official use only**

Internal Actions	Department	Officer's Signature	Date
Document attached	Academic		
CT review undertaken and determined	Academic		
Student informed of outcome	Marketing		
Student provided with training plan	Academic		
Finance informed of fee adjustment	Marketing		
Student fees adjusted to reflect CT outcome	Admissions		
CT placed on student file	Academics		

Submit this form to Student Services in person or scan and email to info@nswiet.edu.au