



Application for Credit Transfers

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 recognised 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						
Enrolling Course Code and Title						
List the units that you wish to apply for a Credit Transfer.			RTO to complete			
Unit Code	Unit Title	Evidence Supplied	Certificate or Statement Issued by	Hours	Verification Required Y/N	CT Granted Y/N
			Total Hours			

Student Declaration

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

Signature: _____ Date: _____



RTO to complete:	
<ul style="list-style-type: none">• The following has been sighted:<ul style="list-style-type: none">○ Original Certificates / Statements of Attainment(s) Yes <input type="checkbox"/> N/A <input type="checkbox"/>○ USI Transcript (verified by the RTO) Yes <input type="checkbox"/> N/A <input type="checkbox"/> • Copies of all Certificates / Statements of Attainment(s)/ USI Transcript are attached to this application? Yes <input type="checkbox"/> No <input type="checkbox"/> • 'CT Granted' column above is completed? Yes <input type="checkbox"/> No <input type="checkbox"/> • Where CT is not granted a written explanation has been provided. Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Total Fee Payable	Refer to Enrolment Schedule of Fees provided with letter of offer and timetable
Endorsement	
FLC Representative	
FLC Representative Signature	
Date:	

*This form must be uploaded to students file on VETtrak