



Student Details

| | | | |
|-----------------|--|----------------|-----|
| First Name (s): | | Family Name: | |
| Student ID: | | Date of Birth: | / / |
| Email: | | Phone Number: | |

Course Details, Course (s) student request the Credit Transfer for

| | |
|-----------|--|
| Course 1: | |
| Course 2: | |
| Course 3: | |

Previous study – certificates / statement of attainments for claiming CTs (list below)

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |

Student Declaration and Acceptance of Credit Transfer Decision

- I am aware that I need to apply for Credit Transfer right in the beginning of the course along with my Application form.
- The duration of the course, the timetable and the tuition fee will be calculated based on the CT documents provided at the application stage;
- I am aware that once I begin the course even if I provide more CT documents for the same course, Albright Institute will recognize these CTs however, my offer, the CoE's and timetable will not be revised;
- I will be exempted to attend those scheduled units where I have been awarded the CTs;
- I will provide Original Certificate or Statement of attainment of the relevant previous study;
- I am aware that the Credit Transfer can be granted to me ONLY after verification of the authenticity of the documents provided by me for Credit Transfer. I give permission to Albright Institute to contact the RTO's from where I have received the qualifications/Statement of Attainment;
- I will log-in on USI and give Albright Institute the permission to access my USI to verify the authenticity of my previous Certificates/Statement of Attainments.
- I acknowledge the credit transfers decision for the units is granted to me by Albright Institute.
- I understand my right to access Complaints and Appeals procedure of Albright Institute, if I am not satisfied with the outcome of my credit transfer application.

| | | | |
|--------------------|--|-------|-----|
| Student Signature: | | Date: | / / |
|--------------------|--|-------|-----|

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Admissions and academic support departments

Note:

- Before providing Credit based on a qualification or statement of attainment authenticate the information by directly accessing the USI transcript online; OR
- By contacting the RTO or the provider to verify the authenticity of the documents by email and send the Student Consent form along with the email;
- Kindly calculate the Credits of Units as per the qualification working sheet.
- Check the schedule of Timetables and customize as per the CTs, identify duration required and calculate the fees.

Course details after processing CT

| Course Title | CT given for No. of units | No. of Units to enroll for | Duration | Proposed Tuition Fee AUD\$ |
|--|------------------------------|-------------------------------|------------------------------|----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Letter of Offer and Student Acceptance Agreement generated | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| CoE's issued with approved duration and fees | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Credit Transfer units updated on RTO Manager | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- Please attach 'Credit Transfer Working Sheet' along with this form to process the credits for applicable units.
- Please ensure that the student has duly filled the Credit Transfer form and the Student Consent Form.

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