


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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