

Credit Transfer Form

Note: Applicants for Credit Transfer must complete the Credit Transfer form, attach an original (or certified copy) of an Award or Statement of Attainment and submit the application to the office. See Credit Transfer Policy and Procedure. You need to show an original/ certified copy of your certificates/transcripts to gain a Credit Transfer.

Section 1: Student Details

Course			
First Name		Last Name	
Address			
Mobile		Date of Birth	
Email			
Gender	☐ Male ☐ Female		

Please detail the Units you wish to apply for a Credit Transfer (please photocopy this application if you need more space to record units)

Unit Code	Unit Name	RTO No. & Name	Date Achieved	Granted (for office use only)
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

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Student Signature	
Date	___ / ___ / 20___

Credit Transfer has been granted on the units as ticked above (Pl record reasons for units un-ticked and communicate to student)

Training Coordinator Signature	
Date	___ / ___ / 20___

Please submit this form to Student Services Officer in campus or email to info@innoverse.edu.au