

Credit Transfer Application Form

Student Name		Student ID	
Course Name		Start Date	

Highgate International College (HIC) recognises AQF qualifications and statement of attainment issued by other registered training organisations (RTO). Students may request credit for a whole unit of competency or course/program based on study in the unit of competency or course /program at another institution that within the same training package. Suitable documentation such as a Statement of Attainment must be provided at the time of applying for Credit Transfer. Credit Transfer may reduce the length of your course.

Personal information is collected solely for the purpose of operating as a RTO under the National VET Regulations administered by Government who is the registering authority. The requirements of the registering authority may require the release of your personal information for auditing purposes. Under the Privacy Act 1988, you can access personal information held on you and may request corrections to information that is incorrect or out of date.

Student Declaration

I wish to apply for credit transfer for the units of competency listed below

I have attached an original copy of certification documents from my previous institution(s)

I declare that the certification documents are true and correct, and I agree that HIC will contact my previous institutions for verification

Student Signature		Date	
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Student previous courses

Course Code	Course Name	Institution Name	Year Completed