

## Credit Transfer Application Form

- Please fill out this form and complete all sections.
- Please ensure that certified supporting documents are attached with this application.

<b>Credit Transfer Application Form</b>			
<b>Section 1 – Student Details</b>			
<b>Student Name:</b>		<b>Student ID.:</b>	
<b>Course Code and Name:</b>			
<b>Section 2 – Application and Declaration</b>			
<p><b>Student:</b></p> <p><input type="checkbox"/> I wish to apply for credit transfer for the units of competency/modules listed below.</p> <p><input type="checkbox"/> I have attached original copy of certification documentation from another RTO.</p> <p><input type="checkbox"/> I declare that certification documentation supplied is legitimate, true, and correct.</p> <p><input type="checkbox"/> I understand that the Assessor will verify my certification documentation for validity.</p>			
<b>Student Signature:</b>		<b>Date:</b>	
<p><b>Note:</b> St Albans Institute Pty Ltd T/A Hawk Institute may decide to reject an application from a student in the event that the VET transcripts issued by the Registrar cannot be authenticated.</p>			
<b>Section 3 – Units /Modules Outcome</b>			
<p><b>(Please ensure that certified supporting documents such as Statement of Attainment/Result or Official Transcripts are attached with this application)</b></p>			

Student to complete		Assessor Only (FOR OFFICE USE ONLY)				
Credit Transfer From (Mention previous unit code & unit name)	Credit transfer to (Mention current unit code & unit name)	Evidence against the credit transfer requested	Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted	



					<input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	

**Please note: If you are applying CT (Credit Transfer) for more than 20 units please use the additional page**

**Section 4 – Assessor Judgement and Declaration (FOR OFFICE USE ONLY)**

I declare that I have verified certification documentation and the documents supplied by the student are legitimate, true, and correct.

**Application Approved:**  Yes  No

<b>Hawk Institute Assessor Name:</b>					
<b>Assessor Signature:</b>		<b>Date:</b>		<b>Initials</b>	

**Admin Use only**



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<b>SMS Updated:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>		<b>Initials</b>	
<b>Student file updated:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>		<b>Initials</b>	
<b>Credit Transfer Record Register Updated:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>		<b>Initials</b>	