



## WHAT IS CREDIT TRANSFER?

Credit transfer recognises previously completed formal training and/or qualifications. You may be eligible for credit transfer if you have successfully completed any identical or equivalent units of competency, in the course in which you are enrolling. Documentary evidence must accompany all credit transfer applications. Advith Education will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisations. If your application for credit transfer is approved, you will be granted a credit for the relevant unit(s).

## HOW DO I APPLY FOR CREDIT TRANSFER?

If you wish to apply for credit transfer, you must complete this application form and return it to any member of Advith Education's administration team, along with the evidence to support your application.

If you are an international student, you should send your application to:

**Advith Education**

By post: 425 Kiewa Street, Albury NSW 2640

By Email: [info@advith.edu.au](mailto:info@advith.edu.au)

Applications for credit transfer will be assessed on the evidence supplied. You must provide certified copies of qualifications, statements of attainment and /or transcripts of results. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage. Overseas or private University certified copies of academic transcripts must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site. Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students. You also need to check with Advith Education that your visa status is not put at risk by the granting of Credit.

## HOW WILL I BE INFORMED OF THE OUTCOME OF MY APPLICATION?

You will be notified in writing/verbally of the outcome of your application. If a credit is granted, it will be recorded on your academic record. If a credit is not granted, you may need to enrol in the relevant unit/s and pay the required unit fee. Please read Advith Education's Fees and Refunds Policy and Associated Procedures.

## DO I HAVE TO PAY A FEE?

No, there is no charge for processing of a Credit Transfer.



## IMPORTANT

Your former educational institution(s) may be contacted if further information is required to verify your claim for credit. Please ensure that you keep a copy of your application and all supporting documentation. Please write in BLOCK LETTERS using a black or blue pen.

## PERSONAL DETAILS

I am applying as a:

☐ FUTURE STUDENT (NEW APPLICANT)

☐ CURRENTLY ENROLLED STUDENT

Student Full Name											
Student ID		Mobile									
Email address											

## COURSE DETAILS: (course for which you wish to apply for credit at Advith Education)

Course Code	<input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery
	<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management
	<input type="checkbox"/> SIT50422 Diploma of Hospitality Management
	<input type="checkbox"/> BSB50420 Diploma of Leadership and Management
	<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)
	<input type="checkbox"/> CPC30220 Certificate III in Carpentry
	<input type="checkbox"/> CPC30620 Certificate III in Painting and Decorating
<input type="checkbox"/> CPC50220 Diploma of Building and Construction (Building)	

## APPLICANT DECLARATION

To the best of my knowledge, the information given in this application is correct and complete.

- I understand that Advith Education reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I authorize Advith Education to conduct a search and retrieval of my academic record from my previous educational institution(s) to verify the information contained in my application.
- I understand that Advith Education collects, stores, and uses personal information in accordance with Advith Education's Privacy Policy and Associated Procedures.
- I have retained a copy of this application and all supporting evidence.
- I have been communicated all the information in regard to course credit and its effect on my COE.





## Advith Education

Address, 425 Kiewa Street, Albury NSW | Tel: 0484999007

Email: info@advith.edu.au | Web: www.advith.edu.au

RTO: 46468 | CRICOS: 04398G


**OFFICE USE ONLY**

**AQF EVIDENCE ATTACHED**    ☐ YES    ☐ NO  
(it is preferable that the evidence is attached to this form when sent for processing)

Student Name		Student ID	
Staff Name		Staff Signature	
Staff Designation		Date	
Student has been communicated	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Method of Communication	<input type="checkbox"/> Written <input type="checkbox"/> Verbal		