

## Credit Transfer Application Form

VSA recognizes qualifications and statements of attainment issued by other Registered Training Organizations under the Australian Qualifications Framework. When submitting this application, students must submit with this application certified copies of Statements of Attainment or Qualifications and Transcripts to support credit for Units of Competency already gained or if they are unable to provide us certified copies of the statement of attainment and certificates, they must give VSA permission to verify their documents from their previous RTO's. This form can also be completed where students are advancing through to a higher qualification having completed required units from a previous qualification or a combination of previous qualifications. If you require any assistance in completing this form, please contact Student Services.

<b>Personal Details</b>			
I am applying as a: <input type="checkbox"/> FUTURE STUDENT (NEW APPLICANT) <input type="checkbox"/> CURRENTLY ENROLLED STUDENT			
Student Name		Student ID	
D.O. B		Phone No.-	
Email Address		USI	

<b>COURSE DETAILS, VSA COURSE: (course for which you wish to apply for credit)</b>				
<b>CREDIT TRANSFER REQUEST Note: CT can be applied for before enrolment. International students can apply for CT before or after visa approvals.</b>				
Tick	Course Code and Name	CRICOS Course Code	Name of the Institution where qualification completed	Year completed
<input type="checkbox"/>	BSB60120 Advanced Diploma of Business	106748H		
<input type="checkbox"/>	MSF30322 Certificate III in Cabinet Making and Timber Technology	118526A		
<input type="checkbox"/>	MSF30422 Certificate III in Glass and Glazing	118527M		
<input type="checkbox"/>	CPC31320 Certificate III in Wall and Floor Tiling	118524C		
<input type="checkbox"/>	FNS40222 Certificate IV in Accounting and Bookkeeping	110021B		
<input type="checkbox"/>	BSB40120 Certificate IV in Business	106746K		
<input type="checkbox"/>	FNS50222 Diploma of Accounting	112635M		
<input type="checkbox"/>	CPC50220 Diploma of Building and Construction (Building)	118525B		
<input type="checkbox"/>	BSB50120 Diploma of Business	106747J		
<input type="checkbox"/>	BSB50820 Diploma of Project Management	106749G		

**APPLICANT DECLARATION: -**

- To the best of my knowledge, the information given in this application is correct and complete.
- I authorize VSA to obtain verification of any statements or documents included as part of this application and to reproduce any attachments provided with this form for administrative purposes only.
- I understand that VSA reserves the right to vary or reverse any decision made based on incorrect or incomplete information.
- I authorize VSA 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 VSA collects, stores, and uses personal information in accordance with the VSA Privacy Policy.
- I have retained a copy of this application and all supporting evidence.

Signature:

Date:  /  /

**CREDIT TRANSFER APPROVAL INTERNAL USE ONLY**

Qual/SOA certification provided has been verified as true/accurate with the issuing provider	<input type="checkbox"/> Yes      No <input type="checkbox"/> NR
CT Application approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Student Notified <input type="checkbox"/> YES <input type="checkbox"/> No
Units granted CT form for a course chosen attached with this form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Coe with the revised end date required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments, if any	<input type="text"/>
Approved by	<input type="text"/> Date: <input type="text"/>