

Credit Transfer Application Form

This form is to be completed in accordance with ACFE's Credit Transfer and Recognition of Prior Learning (RPL) Policy and Procedures which can be found on ACFE website <http://acfe.edu.au/policies-procedures/>.

Section 1 – Student Details					
Student Name:		Student Type	<input type="checkbox"/> Current <input type="checkbox"/> Future Student		
Email		Mobile			
COURSE DETAILS (ACFE course you wish to apply for)					
Course Title		Course Code			
Section 2 – Application and Declaration					
Student:					
<input type="checkbox"/> I wish to apply for credit transfer for the units of competency/modules listed below. <input type="checkbox"/> I have attached certified copies of the certification documentation from another RTO. <input type="checkbox"/> I declare that certification documentation supplied is legitimate, true and correct. <input type="checkbox"/> I understand that the VET Academic Manager will verify my certification documentation for validity. <input type="checkbox"/> I declare that I have read ACFE's Credit Transfer and Recognition of Prior Learning (RPL) Policy and Procedures <input type="checkbox"/> I understand that \$100 applies to this application and unless I have paid this money, the credit transfer process will not start.					
Student Signature:		Date:	/ /		
Section 3 – Units /Modules Outcome					
Unit Code	Unit Name	VET Academic Manager Only			
		Evidence supplied	Evidence Verified	Granted Yes or No	Assess or Initial
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
Section 4 – VET Academic Manager Judgement and Declaration					
<input type="checkbox"/> I declare that the verified certification documentation supplied is legitimate, true and correct.					
Assessor Signature:		Date:	/ /		

Please sign and return this form and your supporting documents to the recruitment team via admissions@acfe.edu.au or at reception on Level 5, 341-345 Queen Street, Melbourne VIC 3000.

Credit transfer application made after the commencement of your course has to be made via sso@acfe.edu.au, at reception on Level 5, 341-345 Queen Street, Melbourne VIC 3000.