

Credit Transfer Application Form

Full Name:	
Date of Birth	
Contact Number:	
Applicant information The following guidelines apply to applications for Credit Transfer to Princeton International College: – Credit Transfer is the recognition of learning achieved through formal education and training. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. – Any student is entitled to apply for Credit Transfer in a course or qualification in which they are currently enrolled. – Students may not apply for Credit Transfer for units of competence or qualification which are not included in Princeton International College scope of registration. – Whilst students may apply for Credit Transfer at any time, they are encouraged to apply before commencing a training program. – The student does not incur any fees for Credit Transfer and Princeton International College does not receive any funding when Credit Transfer is granted. – Credit Transfer may only be awarded for whole units of competence. – Credit Transfer will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for Credit Transfer. – Granting of Credit Transfer may result in a reduction of course duration and tuition fees. Where Credit Transfer is approved for international students, Princeton International College will reassess the student's course duration and issue an updated Confirmation of Enrolment (CoE) where required. – To apply for credit transfer, the applicant must complete and submit the following documentation to Princeton International College: ▪ Credit Transfer Application Form (this form) ▪ Certified copy of the qualification or Statement of Attainment ▪ Student Enrolment Form – Evidence may be authenticated through: ▪ certified copies ▪ verification of USI transcripts ▪ verification with issuing RTO where required ▪ authenticated digital certification records ▪ other approved verification methods This application form should be read in conjunction with Princeton International College's Credit Transfer Policy and Procedure along with Recognition of Prior Learning (RPL) Policy and Procedure.	

Course title of current or intended enrolment:	
Institution where previous training relevant to this application was conducted:	
On what basis is Credit Transfer being requested?	

Units already held		Credit Transfer Requested		Official use only
Unit Code	Unit Title	Unit Code	Unit Title	Approved / Not approved / Remarks /

This section: Princeton International College Use Only

Provide a summary of how the evidence submitted for the credit transfer application was authenticated.

Student Declaration

By signing this form, I declare that:

- the information and supporting documents provided are true, accurate and complete
- the documents submitted for Credit Transfer are authentic and relate to my previous studies
- I understand that providing false or misleading information may affect my enrolment or application outcome
- I understand that approved Credit Transfer may result in a reduction of course duration, tuition fees and/or my Confirmation of Enrolment (CoE) where applicable

Privacy Notice

Princeton International College collects and manages personal information in accordance with the Privacy Act 1988 and applicable regulatory requirements. Information collected within this form is used for the purpose of assessing Credit Transfer applications, maintaining student records and meeting compliance obligations.

Student Signature: _____

Date: ____ / ____ / ____

Signed: _____

Date: ____ / ____ / ____

Application Outcome (Office Use Only)

Reviewed By: _____

Position: _____

Approved / Not Approved

Reason / Comments:

Signature: _____

Date: ____ / ____ / ____