

Academic Credit Transfer Application Form

This form is to be used when an enrolment application or enrolled student is seeking academic credit transfer which will exempt them from undertaking study of competencies that have already been achieved from another equivalent qualification.

Credit Transfer (CT) The agreed value of the achievement or partial achievement of one qualification when related to another qualification. This value translates to the learner as equivalent to an exemption from undertaking a component or components of the destination qualification based on the acceptance that these components have already been successfully completed through previous formal study.

If your contact details have changed since you lodged your application, please provide new details and send it to MCOHB in person at reception or via email to reception@mcohb.edu.au otherwise we may not be able to contact you with important information.

DOMESTIC STUDENT INTERNATIONAL STUDENT

Applicant Details

Student ID: _____ Date of Birth: _____
Family Name (as per enrolment registration): _____
Given Name (as per enrolment registration): _____
Phone: _____ mobile phone: _____ student email: _____

Course enrolment Details

Course code: _____ Course title: _____
Course start date: _____ Course finish date: _____

NOTE: With an application form for Credit Transfer, you must provide a certified copy of the Qualification with the Statement of Attainment / Official Academic Record / Official Course Outline within 30 days after orientation, or you will be inducted as a completely new student. A certified copy is a photocopy that has been certified as a true copy of the original by a Justice of the Peace or a similar person. Alternatively, you can bring the original documents and a photocopy with you when lodging your application. The documentation you provide must clearly show the units of competency completed. If you have already commenced a unit, tuition fee exemption for that unit will not be granted. If you do not meet the above time frame, you may still be entitled for credit transfer, however, you will be ineligible for a tuition fee exemption due to late application. Make sure you keep a copy of the application form for your records. You must complete page 2 of this application form (and, if applicable, the relevant appendix for certain courses). The outcome of the application will be provided within 10 working days after the application is received by MCOHB.

APPLY FOR CREDIT TRANSFER/NATIONAL RECOGNITION PER UNIT OF COMPETENCY

Students are required to base their application on the unit of competency attained from previous qualification/s to the unit of competency for which credit transfer is being sought.

In case of insufficient space, please use the appendix for certain courses attached to this Form.

Qualification seeking Credit Transfer for:

INSERT UNIT(S) OF COMPETENCY FOR WHICH CREDIT TRANSFER/NATIONAL RECOGNITION IS BEING APPLIED FOR (Student to complete)			INSERT UNIT(S) OF COMPETENCY FOR WHICH CREDIT TRANSFER/NATIONAL RECOGNITION IS BEING APPLIED FOR (Student to complete)		
Unit Code	Unit Title	Credit granted Yes/No <i>MCOHB staff to complete</i>	Unit Code	Unit Title	Credit granted Yes/No <i>MCOHB staff to complete</i>

Student declaration:

- I understand that completing this form does not guarantee an academic credit transfer.
- I recognise that it is my responsibility to provide all necessary documentary evidence of my previous qualifications and I declare that the official academic records provided are a true record of my previous academic results.
- I understand I have to pay an application fee for every application that I am granted a credit transfer for my course enrolment.
- I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing time of the application. I understand that the course delivery, timetable, training plan & duration maybe affected & the flexibility of the timetable may not be available. I also accept that an amendment or change to my Confirmation of Enrolment (COE) may incur a fee of \$100.
- I understand that I have a right to appeal through MCOHB's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals) of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (CRICOS Standards), within 20 working days of this application not being approved.

For international students: If approved MCOHB will report your academic credit transfer to the Department of Home Affairs which may affect the status of your visa. If you require more information as to how this action may affect your visa status, contact the Department of Home Affairs.

Student signature:

Date of application:

Office use: *N.B Applications MUST be approved by the Director of Studies or their delegate before education agent is notified and submission to the finance dept. for refund calculation if applicable.*

Required evidence attached YES NO

I confirm the student has completed a valid CT application with sufficient supporting documentation

Examples of required evidence: Original or certified previous qualification testamur/s and Statements of Attainment.

Approved: YES NO

If not approved why?

Director of Studies/delegate signature:

Date:

Printed Name:

Date request received:

Received by: **(MCOHB staff name)**

staff member position:

FINANCE DEPARTMENT PAYMENT ADJUSTMENTS

Does the student's course tuition fee need adjustments? YES NO

Course tuition fees adjusted: YES NO Date adjusted

Finance dept. members name:

Student administration

ADMISSIONS & STUDENT SUPPORT DEPARTMENTS

CoE/LoO amended YES NO Date updated:

Letter of exemption sent to applicant/student: YES NO Date sent:

Credit/s entered on Student Management System (SMS): YES NO Date updated:

SMS updated by (staff members name):

Recommended reduction of: No. of days No. of weeks No. of month/s

Student file updated: YES NO Date updated:

Admin staff member name:

SMS updated YES NO Date updated:

Admin officer Name:

Melbourne College of Hair and Beauty
Level 1, 1 Star Crescent, Docklands, VIC, Australia 30086
RTO No: 21943 — CRICOS: 02886G

UNCONTROLLED WHEN PRINTED

PRISMS updated • YES • NO Date updated:

Admin officer Name:

Students' education agent notified: YES NO

If Yes: Date notified: Method education agent notified: Letter email