



Credit Transfer Application Form

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. Chelsea College 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 the enrolment team, along with the evidence to support your application.

1. Provide your **original academic transcript/certificates** to Chelsea College indicating all the units you have achieved competency in at your previous educational institute. The Institute will make a copy and return the original document to you.
2. On the page below, **identify the units of competency** for which you are applying for credit transfer (make sure that **unit codes and/or names** are identical to those on your academic transcript. Please contact Chelsea College as if you are unsure of any step)
3. Submit this completed Application Form, either via email: info@chelseacollege.edu.au or drop it at the Chelsea College's Administration Office.
4. Once your application has been processed, Chelsea College will advise you on the outcome of your Credit Transfer application via email or in writing addressed to your nominated postal address on the application.
5. If a credit is granted, it will be recorded on your academic record. If a credit is not granted, you may need to enroll in the relevant unit/s and pay the required enrolment fee (as applicable)

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.



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PERSONAL DETAILS

I am applying as a: FUTURE STUDENT (NEW APPLICANT) CURRENTLY ENROLLED STUDENT

FIRST NAME		SURNAME	
USI NUMBER		MOBILE	
EMAIL ADDRESS			

COURSE DETAILS: (course for which you wish to apply for credit)

COURSE CODE	
COURSE TITLE	

APPLICANT DECLARATION

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

- a) I understand that Chelsea College reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- b) I authorise Chelsea College to conduct a search and retrieval of my academic record from my previous educational institution(s) to verify the information contained in my application.
- c) I understand that Chelsea College collects, stores, and uses personal information in accordance with Chelsea College's Privacy Policy, available at [Navigate Chelsea College's Policies and Procedures](#)
- d) I have retained a copy of this application and all supporting evidence

Student Signature	
Date	



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PREVIOUS UNIT SUCCESSFULLY COMPLETED				UNIT/S THE CREDIT IS BEING APPLIED TO		
INSTITUTION	UNIT CODE	UNIT TITLE	YEAR COMPLETED	CHELSEA UNIT CODE	CHELSEA UNIT TITLE	GRANTED YES or NO
Reason for Not Granting the CT (Assessor to provide)						

CHELSEA REPRESENTATIVE NAME		CHELSEA REPRESENTATIVE SIGNATURE	
DATE			

For office use only		
	Tick as appropriate	Date and initial your name.
Original or certified Certificates / Statements of attainment(s) are attached, sighted and copies retained in the student file	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Where CT is not granted a written explanation has been provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Has student been notified of the outcome?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Student Enrolment Records have been updated in the Student Management System (SMS)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	