



Hays International College

CRICOS Number 02790D

Provider Number 21838

Application for Credit Transfer

Please complete your Personal Details in BLOCK LETTERS:

PERSONAL DETAILS			
Family Name			
Given Name			
Date of Birth		STUDENT ID:	
Address			
Phone Number		Email Address	
COURSE DETAILS			
Course NAME			
Course CODE		Course Commencement Date	

Please list details of institute issuing the following and attach a copy of Certificates, Transcripts and any other support documentation. There is no cost associated with credit transfer.

- Qualification
- Units completed
- Qualification attained

Item	Unit Codes	Unit Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

* Please note that this may reduce the cost of your course and shorten the length of your course and CoE.

Please ensure you have also attached the following:

- Confirmation of Enrolment and/ or Letter of Offer;
- Academic Transcripts or Statements of Attainment for relevant units, if applying for Credit Transfer

Student's signature: _____ Date: _____

HIC Administration will advise Student of the outcome of this application within **fifteen (15) working days of receipt of the application.**

For Office use only:

Form received by (initials) _____ Date _____

Original Certificates sighted
& copies certified by (initials) _____ Date _____

Course Coordinator received (initials) _____ Date _____

CT or RPL = APPROVED or NOT APPROVED (please circle)

Course Coordinator (signed) _____ Date _____

Director of Studies (signed) _____ Date _____

Database updated by (initials) _____ Date _____

Outcome issued to Student

Trainer/Assessor notified