

### CREDIT TRANSFER

Credit transfer applies to situations where students have completed units meeting the requirements of the qualification for the applicable training package. These units could have been acquired by the student while enrolled in, at another TAFE College or Registered Training Organisation including IHNA. Credit will be granted in accordance with the Certification, Issuing and Recognition of Qualifications and Statements of Attainment.

Credit Transfer does not attract a fee.

### WHO SHOULD APPLY FOR CREDIT?

IHNA awards credit for formal study undertaken in recognised tertiary institutions in Australia, including universities, colleges, TAFE and other post-secondary institutions. Certification, Issuing and Recognition of Qualifications and Statements of Attainment Policy is available from the IHNA website at <http://www.ihna.edu.au/policydocuments/listing>

### COMPLETING THE FORM

Complete all relevant details on the front of the first page. On the second page, you must list your proposed program of study and unit equivalents in the relevant sections to ensure you are awarded maximum and appropriate credit.

### SUBMITTING YOUR APPLICATION

Applicants requesting for Credit Transfer must complete this Application form, together with the requested documents and submit prior to the start of the study or relevant census date for VET Student Loan Students.

You can post or submit directly your application form and supporting documentation to IHNA campuses.

IHNA collects stores and uses personal information for administrative purposes only. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory requirements.

For further information consult the IHNA's Privacy Policy at <http://www.ihna.edu.au/policydocuments/listing>

<b>Student Full Name:</b>	
<b>Student Number:</b>	
<b>Name of course you are enrolling in:</b>	

Please mention the units of competency you wish to apply for a credit transfer (Please refer to the IHNA course brochure for the units of competency details)				Credit Transfer Approved by Course Coordinator: [FOR OFFICE USE ONLY]	
No.	Unit Code and Unit Title	Issuing RTO	Date Achieved		
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Comments:	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Comments:	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Comments:	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Comments:	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Comments:	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Comments:	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Comments:	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Comments:	

**DOCUMENTATION CHECKLIST**

Use this Checklist to make sure you have supplied ALL the relevant documentation. Inadequately supported applications will not be accepted or processed

- Application for credit Transfer is fully complete and signed.
- Attached a certified copy of the Certificate with Record of Results or a Statement of Attainment.
- Attached USI VET Transcripts. Visit [www.usi.gov.au](http://www.usi.gov.au) for more information.

**DECLARATION**

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results. I have read and retained the attached information sheet. I understand IHNA may seek additional proof of authenticity by contacting the RTO which issued the qualification or statement of attainment to provide verification on the validity and authenticity of the qualification and ask the student to log on to USI registry system to show proof of holding the qualification.

I authorise IHNA to verify the authenticity of my qualifications/statement of attainment.

<b>Date:</b>		<b>Signature:</b>	
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**THE OUTCOME OF YOUR APPLICATION:**

Once you have submitted your credit application, with supporting documentation:

- Your credit application will be assessed by IHNA.
- Granting of Credit Transfer will be recorded on the student portal and you will be advised of the outcome in a timely manner.

OFFICE USE ONLY			
Verified the authenticity of all the certificates / statement of attainments submitted.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Total units applied		Evidence submitted are satisfactory:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total units granted			
<b>Name:</b>		<b>Position:</b>	
<b>Date:</b>		<b>Signature:</b>	
Recorded the student outcome on the Academic Portal			<input type="checkbox"/> Yes <input type="checkbox"/> No
Notified the student			<input type="checkbox"/> Yes <input type="checkbox"/> No
Notified the accounts Team for the revised invoice			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Admin Officer Name</b>			
<b>Date:</b>		<b>Signature:</b>	