



APPLICATION FOR TRANSFER OF CREDIT

OFFICE USE:
Date received: _____
Received by: _____
<i>FEE [OVERSEAS STUDENTS]:</i>
Receipt No: _____

Use this form to apply to have Transfer of Credit from prior studies, Recognition of Prior Learning (RPL) and/or Recognition of Current Competence (RCC), and pre-approved Cross-institutional Enrolment studies applied to your Christian Heritage College course.

If you wish to apply for approval to study units at other institutions to credit towards your Christian Heritage College course, you should complete a Cross-Institutional Enrolment Application Form A.

By submitting this form, you are declaring that the information it contains is true and correct. If any information is found to be incorrect, the application will be withdrawn and any Transfer of Credit granted on the basis of the incorrect information will be revoked.

Please note that the granting of Transfer of Credit may have implications for your course completion time.

Overseas students pay a Transfer of Credit Application fee of \$50, and a Credit Transfer fee of \$5 per credit point.

For further information, please refer to the Christian Heritage College Transfer of Credit policy (available on the CHC website: www.chc.qld.edu.au).

Please return the completed form, and accompanying documentation, to the CHC Reception (NB: The date of application is the date on which this form is received by the College).

PLEASE PRINT CLEARLY

Student Name: _____ Student ID Number: _____

Address: _____

Postcode: _____

Telephone: (Day) _____ (Evening) _____

Mobile: _____ Email: _____

CHC course: _____

- I am applying for:
- Transfer of Credit for previous studies
 - Recognition of prior learning (RPL)
 - Recognised current competence (RCC)
 - Inclusion of pre-approved Cross-institutional enrolment studies

Please indicate the previous studies, experiences, competencies and/or pre-approved cross-institutional units for which you are seeking credit or exemption in your CHC course (attach separate sheets if necessary):

Courses / Units / Experiences / Competencies	Institution(s)	Year(s)	Workload (credit points/semester hours)

CONTINUED...



Please attach the following supporting documentation, as required (CERTIFIED PHOTOCOPIES ONLY). If relevant documentation is not supplied, the processing of your application may be impeded:

1. Official academic transcript for prior courses and/or units;
2. Unit outlines for individual units for which Transfer of Credit is sought;
3. If the institution is not a recognised higher education institution, a statement regarding the accreditation status of the courses and/or units;
4. For RPL and/or RCC, descriptions and/or documented evidence of such learning and/or competencies;
5. For pre-approved Cross-institutional enrolment studies, the letter of approval from CHC to undertake the units and a certified copy of the official statement of results or academic transcript for the unit(s) concerned;
6. Any other relevant documentation or information to support your application.

Signature: _____

Date: ____ / ____ / ____

OFFICE USE ONLY				Christian Heritage College units	
Previous Studies / Experiences / Competencies				Christian Heritage College units	
Courses/Units/Experiences/Competencies	Institution	Accredited (Y / N)	Years	Units for exemption	Units for credit ¹
				TOTAL CREDIT POINTS	

Comments: _____

Advice re course completion (refer to relevant policies): _____

¹ If Transfer of Credit is given for Elective units, please use the appropriate Transfer of Credit unit codes for Elective units, which indicate the fields and levels of unit for which credit is being given. The Transfer of Credit codes for Elective units are available from the Student Administration Office.

1. SCHOOL ADMIN:	Application received	Date	____ / ____ / ____	Initials	_____
2. COURSE COORDINATOR:	Application assessed <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	____ / ____ / ____	Initials	_____
3. SCHOOL ADMIN:	Letter prepared / sent to Registrar	Date	____ / ____ / ____	Initials	_____
4. REGISTRAR:	Letter received / approved	Date	____ / ____ / ____	Initials	_____
5. STUDENT ADMIN:	Letter sent / Student records updated	Date	____ / ____ / ____	Initials	_____