



APPLICATION FOR CREDIT

Use this form to apply for credit for equivalent studies completed in an accredited higher education degree.

Complete in consultation with the Head of School and with reference to the Course Information Book and Credit and RPL Policy. You can fill in this form electronically, but you will need to print and sign it. Then forward to your Head of School with supporting documentation. Applications will not be processed without the supporting documentation.

STUDENT DETAILS

Student Name: _____ Student Number: _____

CURRENT COURSE DETAILS

Course Name: _____

PREVIOUS / CROSS-INSTITUTIONAL STUDY

Certified copies of transcripts must be attached.

Name of Course	Tertiary Institution or College	State/ Country	Years of Attendance		Completed (please tick ONE)	
			From	To	Yes	No
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

PREVIOUS / CROSS-INSTITUTIONAL CREDIT

List the details of subjects previously completed for which you would like to apply for Excelsia College credit.

Year	Code	Subject Name	Credit Points	Grade
Total				

CREDIT REQUESTED

List the details of Excelsia College units for which you would like to apply for credit. Refer to the Course Information Book for unit details.

Subject Code	Subject Name	Credit Points
	Total	

SIGNATURES REQUIRED:

Student's Signature:

Head of School's Signature:

Date:

Date:

REGISTRAR'S OFFICE ONLY:

Received on:

Credit Committee on:

Approved on:

Letter Sent:

Notes: