
CREDIT TRANSFER APPLICATION FORM

This form is to be completed if you are applying for Credit Transfer. Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by Academy of Entrepreneurs to verify the Credit Transfer.

If you require any advice or support to complete this application, please contact the Academic Manager.

SECTION 1: PERSONAL DETAILS

First Name

Surname

Course

Student ID

SECTION 2: PRIOR STUDIES

If you have studied at multiple institutions, please include them as attachments to this form.

Institution

Completion date

Course name

SECTION 3: SUPPORTING DOCUMENTATION

Academic Transcript

Statement of Attainment

Testamur

Subject descriptions / learning outcomes

Other (please specify and attach documentation)

SECTION 4: SUBJECT CREDITS YOU ARE APPLYING FOR

Units already held		Official use only
Unit Code	Unit Title	Approved / Not approved / Remarks

SECTION 5: DECLARATION

Academy of Entrepreneurs accepts scanned documents submitted online or by email in support of course credit applications, all supporting documents must be true and complete records.

You must be prepared to provide original documents or original certified copies of supporting documents upon request at any time. Failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation of true circumstances in association with an application, may lead to the rejection of a Credit Transfer Application.

Academy of Entrepreneurs may contact the issuing institution to verify documents

I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.

I have read and understood the Course Credit Policy.

Student Signature

Date