

Credit Transfer

Application form



Use **BLOCK LETTERS**

Please refer to the [Credit and Recognition of Prior Learning Policy](#) prior to completing this form.

1. PERSONAL DETAILS

Have you previously studied with Global Higher Education	<input type="radio"/> No <input type="radio"/> Yes	GHE Student ID	<input type="text"/>
Title	<input type="text"/>	First Name	<input type="text"/>
		Last Name	<input type="text"/>
Date of Birth	<input type="text"/>	Phone Number	<input type="text"/>
		Email:	<input type="text"/>

2. GHE COURSE FOR WHICH YOU ARE APPLYING FOR CREDIT INTO

Select Course	<input type="text"/>
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3. DETAILS OF YOUR PREVIOUS STUDY/EXPERIENCE FOR WHICH CREDIT IS SOUGHT

Provide the following information if you are seeking specified credit for previous studies. The assessment of a student's prior learning, both of formal academic study or informal learning, will be consistent with the credit and recognition or prior learning policy in the Australian Qualifications Framework and may lead to the recognition of that learning and the subsequent granting of credit towards an GHE course. Credit is granted towards individual courses at GHE for activities and studies that would form an acceptable part of that course.

1. Qualification	<input type="text"/>	Institution	<input type="text"/>
Have you completed the qualification	<input type="radio"/> No <input type="radio"/> Yes	Year Completed	<input type="text"/>
2. Qualification	<input type="text"/>	Institution	<input type="text"/>
Have you completed the qualification	<input type="radio"/> No <input type="radio"/> Yes	Year Completed	<input type="text"/>

4. COURSE/UNIT/SUBJECTS COMPLETED

Provide the following information if you are seeking specified credit for prior informal and non-formal learning

			Official use only Approved/Not Approved
Unit Code	Unit Name	GHE Unit Code	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Code	Unit Name	GHE Unit Code	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Code	Unit Name	GHE Unit Code	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Code	Unit Name	GHE Unit Code	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Code	Unit Name	GHE Unit Code	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Code	Unit Name	GHE Unit Code	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Explain how your non-formal and/or informal learning is comparable in terms of learning outcomes, volume of learning, content, and learning and assessment approaches.

CHECKLIST FOR APPLICANTS

Please attach relevant documentation to ensure your application is assessed promptly.

- ☐ An original or copy of your academic transcript for courses/awards including a description of the grading system.
- ☐ A copy of your statement of attainment/s for completed units/subjects
- ☐ Syllabus/subject outlines for previous study including details of contact hours, assessment requirements, content, assessment tasks and textbooks used. Information provided must relate to the year in which you completed the subject.
- ☐ If you are submitting transcripts from overseas, please include a certified English translation of the transcripts if they are not in English.
- ☐ Evidence supporting your statement relating to prior informal and non-formal learning which may include certified copies of training certificates and/or a signed letter from your employer on company letterhead verifying the information you have supplied.

6. STUDENT DECLARATION AND PRIVACY

Please complete this declaration by selecting the check boxes.

Global Higher Education collects personal information about students in order to provide tertiary education and related services. The type of information GHE collects, how this information is used, the circumstances in which it may be disclosed, and a student's right to access their personal information or lodge a complaint about the use of their personal information, are outlined in Global Higher Education [Privacy Policy](#).

- ☐ I acknowledge that I have read and understood Global Higher Education [Privacy Policy](#)
- ☐ I declare that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Global Higher Education.
- ☐ I agree to release and indemnify GHE and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.
- ☐ I declare that I understand that Global Higher Education is relying on information provided by me to assess my application for credit transfer and that the information provided in this application is accurate and complete.
- ☐ I understand that accepting this credit is not compulsory, and any Immigration implications this may have and are not the responsibility of Global Higher Education.

Student Signature

Date

Send this form and attachments via email to Admissions at Global Higher Education Email: admissions@globalhe.edu.au

Official use only

Approved by

Title

Date

☐ Original documents sighted:

☐ Processing completed: Student System, Study Plan, Student Notified.

Date