CREDIT APPLICATION FORM

Australian International
Institute *of*
Higher Education

PLEASE READ THE *CREDIT POLICY AND PROCEDURE* BEFORE AND WHILST COMPLETING THIS APPLICATION FORM

A. Student Details

AIIHE Student ID: _____   Are you an international student: ☐ Yes   ☐ No

Given Name: _____

Family Name: _____

Phone No: _____   Email Address: _____

Note: *If you are an international student, please be aware that should AIIHE grant you credit, this may impact on the duration of your course. If you have been issued a Confirmation of Enrolment (CoE) and you are holding a student visa, a new CoE with a reduced duration will be issued to you and AIIHE will notify the Commonwealth government of the reduced duration.*

B. Course Information

Course Name	Course Code

C. Credit Transfer: Between AIIHE Courses

Name of AIIHE Course:

Name of Subject	Subject Code

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D. Credit for Prior Learning (if not an existing AIIHE student)

AIIHE Subject Code	Formal Learning[#]			Informal Learning (e.g. employment experience)[†]
	Institution	Course name	Subject completed	

Notes: # You must submit a certified copy of your academic transcript and a formal subject outline from your provider. If these documents are in a language other than English, you must submit certified translation of these documents. † You must provide subjects outlines form your previous education provider or examples. † Reports prepared as part of your work and/or a reference from your employer can also be provided.

E. Student Declaration

☐ I have read the *Credit Policy and Procedure* and understand the requirements.

☐ I declare that the information provided with this form has not been falsified.

☐ I acknowledge that the duration of my course may reduce as a result of AIIHE granting credit and that AIIHE will notify the Commonwealth Government should this happen.

Student Signature: Date:

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THIS SECTION IS FOR AIIHE USE ONLY

Progress	Date	AIIHE Staff Signature
Application received		
Assessment of application commenced		
Assessment of application completed		
If international student, enter new completion date in notification to student and PRISMS		
Student notified		

Name of Subject	Credit granted (Y/N)	Reasons

Course Coordinator signature: Date: