WHAT IS CREDIT TRANSFER?

Credit transfer recognises previously completed formal training and/or qualifications. You may be eligible for credit transfer if you have successfully completed any identical or equivalent units of competency, in the course in which you are enrolling. Documentary evidence must accompany all credit transfer applications. Grenfell Institute of Technology Australia will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisations. If your application for credit transfer is approved, you will be granted a credit for the relevant unit(s).

HOW DO I APPLY FOR CREDIT TRANSFER?

If you wish to apply for credit transfer, you must complete this application form and return it to any member of Grenfell Institute of Technology Australia's administration team, along with the evidence to support your application.

If you are an international student, you should send your application to:
Grenfell Institute of Technology Australia
By post: Level 17/ 45 Grenfell Street, Adelaide 5000 South Australia
By Email: info@gita.edu.au

Applications for credit transfer will be assessed on the evidence supplied. You must provide certified copies of qualifications, statements of attainment and /or transcripts of results. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage. Overseas or private University certified copies of academic transcripts must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site. Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students. You also need to check with Grenfell Institute of Technology Australia that your visa status is not put at risk by the granting of Credit.

HOW WILL I BE INFORMED OF THE OUTCOME OF MY APPLICATION?

You will be notified in writing/verbally of the outcome of your application. If a credit is granted, it will be recorded on your academic record. If a credit is not granted, you may need to enrol in the relevant unit/s and pay the required unit fee. Please read Grenfell Institute of Technology Australia's Fees and Refunds Policy and Associated Procedures.

DO I HAVE TO PAY A FEE?

No, there is no charge for processing of a Credit Transfer.

IMPORTANT

Your former educational Institution(s) may be contacted if further information is required to verify your claim for credit. Please ensure that you keep a copy of your application and all supporting documentation.

Please write in BLOCK LETTERS using a black or blue pen.

PERSONAL DETAILS

I am applying as a:

☐ FUTURE STUDENT (NEW APPLICANT)   ☐ CURRENTLY ENROLLED STUDENT

Student Full Name												
Student ID			Mobile									
Email address												

COURSE DETAILS: (course for which you wish to apply for credit at Grenfell Institute of Technology Australia)

Course Code	☐ SIT30821 Certificate III in Commercial Cookery
	☐ SIT40521 Certificate IV in Kitchen Management
	☐ SIT50422 Diploma of Hospitality Management
	☐ BSB50420 Diploma of Leadership and Management
	☐ BSB60420 Advanced Diploma of Leadership and Management
	☐ BSB80120 Graduate Diploma of Management (Learning)

APPLICANT DECLARATION

To the best of my knowledge, the information given in this application is correct and complete.
- I understand that Grenfell Institute of Technology Australia reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I authorize Grenfell Institute of Technology Australia to conduct a search and retrieval of my academic record from my previous educational institution(s) to verify the information contained in my application.
- I understand that Grenfell Institute of Technology Australia collects, stores, and uses personal information in accordance with Grenfell Institute of Technology Australia's Privacy Policy and Associated Procedures.
- I have retained a copy of this application and all supporting evidence.
- I have been communicated all the information in regard to course credit and its effect on my COE.
- If the credit transfer is given before the student visa granted, the actual net course duration (as reduced by course credit) will be indicated in the confirmation of enrolment for that course.
- If the credit transfer is given after the student visa grant, the change of course duration will be reported via PRISMS under section 19 of the ESOS Act.
- I understand my right to access Complaints and Appeals Policy and Associated Procedures of Grenfell Institute of Technology Australia, if I am not satisfied with the outcome of my credit transfer application

Student Signature		Date	

PREVIOUS UNIT SUCCESSFULLY COMPLETED				UNIT/S THE CREDIT IS BEING APPLIED TO		
INSTITUTION	NATIONAL UNIT CODE	UNIT TITLE	YEAR COMPLETED	GRENFELL INSTITUTE OF TECHNOLOGY AUSTRALIA'S UNIT CODE	GRENFELL INSTITUTE OF TECHNOLOGY AUSTRALIA'S UNIT TITLE	GRANTED YES or NO
Example Only: Tafe Bendigo	Example Only: BSBMGT515	Example Only: Manage Operational Plan	Example Only: 2016	Example Only: BSBMGT517	Example Only: Manage Operational Plan	Example Only: No

OFFICE USE ONLY

EVIDENCE ATTACHED ☐ YES ☐ NO

(it is preferable that the evidence is attached to this form when sent for processing)

Student Name		Student ID	
Staff Name		Staff Signature	
Staff Designation		Date	
Student has been communicated	☐ YES ☐ NO		
Method of Communication	☐ Written ☐ Verbal		