

CREDIT TRANSFER APPLICATION FORM

ihBC recognizes qualifications and statement of attainments by other Registered Training Organisations (RTOs). This form is to be used by prospective and current students wishing to apply for Credit Transfer for previous study. This application is only valid for the course you are applying for and for any Unit of Competency that is in the scope of registration.

Credit Transfer is an automatic recognition. When applying for Credit Transfer an original or certified copy of academic result must be provided to the College. Applicants should enrol in units with the assumption that credit has not been granted until notified otherwise. Units of Competency with same codes will be automatically credit transferred; Unit of Competency with different codes and titles may be recognised if they are equivalent to the current units.

Processing of Application:

Where any application for course credit is received by the College, assessment of the application and provision of outcome to the application will be processed within 14 days of receiving, or as soon as practical where further information is required to determine the outcome. Please note that each student case is assessed individually, and submission of documents does not guarantee a transfer of credit. You will receive written notification from the College by email regarding the outcome of your credit application. To apply for Credit Transfer you must fill out the form below and email it back to admissions at enrol@ihSydney.com.au

PERSONAL DETAILS

First Name: _____ Last Name: _____
 Email address: _____ Telephone no: _____

COURSE FOR WHICH YOU ARE APPLYING CREDIT FOR

Course Name: _____ Student ID: _____

DETAILS OF CREDIT (Please specify the details of previous study for which credit is sought)

FROM (Subjects studied at previous Institution)		TO (Matching subjects at ihBC)	
Name of Institution	Unit Code	ihBC Unit Code	ihBC Unit Name

DECLARATION

- I have specified which units I am applying for Credit Transfer
- I have attached original documents or certified copies of my documents
- I understand that the college will review my application within 14 days
- I accept ihBC Credit Transfer process

Applicant name: _____ Applicant signature: _____ Date: _____

Approval signature: _____