



## QMSFRCR118 – Credit Transfer Application Form

Competency credit is defined as “Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.’

<b>Course:</b>		<b>Course Commencement Date</b>	
<b>Applicant Name</b> <b>Contact Number/email</b>		<b>Student/Applicant Signature</b>	

This document should be completed with reference to Hostec’s Credit Transfer Policy QMSPPCR22 :

1. International students **MUST** fulfil all requirements of their visa
2. Applicable competencies must be of a similar duration, studied at a similar or higher level and of similar content.

**Competency Credit Application Process:**

1. Applicant to read Credit Transfer Policy.
2. Complete the Competency Credit application form.
3. Submit completed application form **with all the relevant documentation attached, including your academic record**
4. Application will be assessed within five working days.
5. Candidates receive the result of application in writing.
6. Applicants to sign agreement of credit given
7. Applicants who disagree with decision may access Hostec’s Grievance Procedure as outlined in the student handbook

Number of Credit Units applied for	Number of Credit Units given	Amended duration of Course (weeks)	Amended cost of course
Applicant acceptance	Signature	Date	
Head Teacher review	Signature	Date	
Program Manager approval	Signature	Date	
Registrar records adjusted	Signature	Date	

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