



## Credit Transfer Application Form

- Please fill out this form and complete all sections.
- Please ensure that certified supporting documents are attached with this application.

Credit Transfer Application Form			
Section 1 – Student Details			
Student Name:		Student ID.:	
Course Code and Name:			
Section 2 – Application and Declaration			
<b>Student:</b> <input type="checkbox"/> I wish to apply for credit transfer for the units of competency/modules provided to the institute. <input type="checkbox"/> I have attached original copy of certification documentation from another RTO. <input type="checkbox"/> I declare that certification documentation supplied is legitimate, true, and correct. <input type="checkbox"/> I understand that the Assessor will verify my certification documentation for validity.			
Student Signature:		Date:	/ /
<b>Note:</b> Greenhill Institute may decide to reject an application from a student in the event that the VET transcripts issued by the Registrar cannot be authenticated.			



FOR OFFICE USE ONLY						
Section 3 - Units /Modules Outcome (Please ensure that certified supporting documents such as Statement of Attainment/Result or Official Transcripts are attached with this application)						
Institute representative to complete		Assessor Only				
Credit Transfer From (Mention previous unit code & unit name)	Credit transfer to (Mention current unit code & unit name)	Evidence against the credit transfer requested	Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

Please note: If CT (Credit Transfer) is being applied for more than 20 units, please use the additional page



<b>Section 4 – Assessor Judgement and Declaration</b>					
<input type="checkbox"/> I declare that I have verified certification documentation and the documents supplied by the student are legitimate, true, and correct.					
<b>Application Approved/Credit Transfer Granted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Greenhill Institute Assessor Name:</b>					
<b>Assessor Signature:</b>		<b>Date:</b>		Initials	
<b>Admin Use only</b>					
<b>SMS Updated:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>		Initials	
<b>Student file updated:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>		Initials	
<b>Credit Transfer Record Register Updated:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>		Initials	