

Application for Credit Transfer (CT)

Instructions for Applicant:

- Before completing this application, please refer to the ATCWA's Credit transfer policy and procedures, which can be accessed on www.atc.wa.edu.au or can be collected at the reception desk.
- If you require assistance to complete this application, please contact the enrolment team via email to enrolment@atc.wa.edu.au or meet the ATCWA's Student Support Officer in person.

Submit the completed application with the required evidence in person at the ATCWA reception desk or via email to enrolment@atc.wa.edu.au or by sending via post to: **Enrolment Officer, Australian Technical College Western Australia, 8 Francis Street, Perth 6000 Western Australia.**

All supporting documentation must be certified copies of the originals, as ATCWA cannot take responsibility for any damage or loss that may occur during delivery. It is recommended that you send certified copies electronically via email or by registered post. If you still choose to submit your original documents and you expect ATCWA to return them to you, you must enclose a stamped, self-addressed envelope with a request to send them back via post, and you take responsibility for any damage or loss.

- Your application must enclose all applicable evidence as listed under each category in this application.
- If further documentation is required, you will be notified by the Academic Coordinator via email.
- You will be advised of the outcome of your application via email within 14 working days from the date of receiving your application.

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Applicant Details:

Full Name:	
Postal Address:	
USI No:	
Contact No:	
Email:	

CT Fees Applicable:

- **Internal:** No charge for the units that you are applying for credit transfer based on the courses that you have completed with ATCWA.
- **External:** This refers to the units that you have completed with other training providers in Australia. Regardless of the number of units you are applying for CT, a \$250 of administration fee is to be paid with this application.

Credit Transfer Units:

- Complete the table below with the units that you wish to apply for credit transfer.
- Attached certified copies of Statement of Attainment (SoA), record of Results (RoR), or Academic Transcript (AT) applicable to each unit of competency that you are applying for credit transfer.

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Qualification CT applying for:	
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Credits applying for:

S/N	Unit Code & Title	Qualification Code & Title	Provider	Year Competency Achieved	CT Granting Status (Office Use Only)

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Declaration

- I hereby declare that the information I have provided in this application is true and accurate to the best of my knowledge.
- I also agree to abide by the policies and procedures of the Australian Technical College, Western Australia, and acknowledge that providing inaccurate information or false or fake documentation will result in my application being refused without conditions and without reimbursement of the applicable fees paid.

Signature of Applicant:	
Date:	

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Office Use Only

Credits verified and processed by:	
Position:	Academic Coordinator
Name:	
Signature:	
Date CT Approved:	
Date SMS Updated after Approval:	
Credits Transfer Approved by:	
Position:	Director of Studies
Name:	
Signature:	
Date:	