Credit Transfer
Application form

Use **BLOCK LETTERS** and tick ☑ boxes

1. Personal Details

FedUni Student ID Number, if known: | Date of birth:

Surname/Family name: | Given name:

Email: | Phone number:

2. FedUni program for which you are applying for credit

Program code: | Program name: | Campus/Location:

3. Details of credit: Your previous study/experience for which credit is sought

Program name: | **Institution:** | **Completed:** Y N

Details of previous study: Course / Unit / Subject completed				Office Use Only		
Subject Code	**Subject Title**	**Year completed**	**Anticipated equivalent FedUni Code (Optional)**	**Specified Credit Y/N**	**Unspecified Credit Y/N**	**Block Credit Y/N**

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Federation UNIVERSITY·AUSTRALIA

4. Student Declaration

I declare that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Federation University Australia.

I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs)arising out of or in any way connected with the provision of incorrect information.

I understand that all credit transfer applications, including all documentation specified on the application form, must be lodged with the University by Week 2 of the first semester of study.

I understand that accepting this credit is not compulsory, and any Immigration implications this may have are not the responsibility of the University.

Student signature: | Date:

Form Submission

Email: info@federation.edu.au

In Person: Student HQ at your home campus.

Partner students:

Lodge completed form at your Partner Administration Office.

OFFICE USE ONLY			
Approved by Faculty: Name:		Title:	Date:
Approved at Programs Committee No:	Date:	Original documents sighted:	Date:
Processing: Campus Solutions	fdlGrades	Student Notified	Date:

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![Federation University Australia logo]

General information

This application for credit is for the program you are applying to, or are currently enrolled in, as listed on this form. An original or certified copy of your academic results and course syllabus (units, synopsis, assessment, number of hours, textbooks used) for the year the unit was studied is required for all studies not completed at Federation University Australia (FedUni), including antecedent institutions.

The recommendation will be based on consideration of the date of completion, assessment, grade obtained, scope and depth of equivalent prior study/experience and the similarity of its coverage to the course for which credit is sought.

Any information concerning credit will be provisional and will be subject to confirmation and ratification by the relevant Committees.

If credit is granted, this will be recorded on your academic transcript with a TC (transfer credit) grade, the appropriate adjustment to your enrolment will be made by Student HQ, and where appropriate financial liabilities will be revised.

You should be aware that the granting of credit could affect study load and therefore eligibility for Centrelink payments. Centrelink must be notified of any changes in study load.

International students should be aware that the granting of credit could affect your duration of studies. The university is obliged to notify Immigration if the duration of your studies is reduced due to the granting of credits.

Students need to check with accreditation bodies such as CPA and ACS that their accreditation is not put at risk by the granting of credit.

Basis for recognition of credit

Credit may be granted for study, learning or relevant experience in any or all of the following areas:

Credit Transfer: Previous successful study at FedUni or previous successful study at another higher education, tertiary or TAFE institution.

Cross Institutional Studies: Specific studies approved in advance by the relevant Faculty Programs Committee, which are successfully completed at another institution.

Types of credit

Three categories of credit may be approved by the Program(s) Committee:

Block credit: granted for whole stages or years of a program, such as semester, year or credit point equivalent.

Specified credit: granted for a course deemed to be similar to that for which credit is sought.

Unspecified credit: granted in the form of program credit points or equivalent, which may be used where block or specified credit is inappropriate.

Maximum credit

Credit may be granted for up to 66 per cent of a program (measured in credit points). However, further credit may be granted in cases where:

(a) Credit transfer arrangements exist between FedUni programs.

(b) Credit transfer arrangements have been negotiated between FedUni and other institutions and approved by Academic Board.

Appeals

A student may appeal a credit decision according to the process and grounds set out in the Student Appeal Procedure.

Form Submission

Email: info@federation.edu.au

In Person: Student HQ at your home campus.

Partner students:

Lodge completed form at your Partner Administration Office.