



Recognition of Prior Learning (RPL) or Credit Transfer (CT) Application Form

Section 1 – Student Details			
Name		Student ID	
Address			
Email Address			
Mobile Number		USI ID	
Course for which application is seeking RPL/Credit Transfer		Start Date	
Applying for	<input type="checkbox"/> RPL <input type="checkbox"/> Credit Transfer		
Evidence to provide	<input type="checkbox"/> Statement of Attainment attached <input type="checkbox"/> Testamurs(Certificate) & Record of Results attached		
Fees Applicable	<p>Credit Transfer:</p> <ul style="list-style-type: none"> Internal: No charge for the units that you are applying for credit transfer based on the course that you have completed with ILLOURA COLLEGE. External: This refers to the units that you have completed with other training providers in Australia. A \$250 of administration fee to be paid with the application. <p>Recognition of Prior Learning:</p> <p>Fees will be decided based on the outcome of the initial assessment of the evidence that you will be submitted along with your application. ILLOURA COLLEGE has full right to refuse any RPL request considering the status of the application, evidence requirements and the estimated time for conducting the RPL.</p>		

Section 2 – Credit Transfer Requested (Complete the table below with the units that you wish to apply for credit transfer)						
<i>Note: CT can be applied before course commencement.</i>						
Details of study completed					Official use only	
Unit Code	Unit Name	Year of study	Name of the provider	Evidence	Comments	Approval
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No



Recognition of Prior Learning (RPL) or Credit Transfer (CT) Application Form

						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Recognition of Prior Learning:

- Please complete the ILLOURA COLLEGE'S Recognition of Prior Learning Tool Kit and submit it along with this application.
- Follow the instructions provided in the tool kit to proceed with your application

Section 5 – Student Declaration

I understand that:

I have read and understood the RPL and Credit Transfer Policy and Procedure

I understand that I will not be eligible for a tuition fee reduction if I apply for Credit Transfer within 10 working days of term commencement or once the term commenced.

All information provided with this application form is correct

Signature		Date	
-----------	--	------	--

Official Use

Name of the authorised staff		Position	
I have verified the transcript with issuing RTO	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Processed	



Recognition of Prior Learning (RPL) or Credit Transfer (CT) Application Form

I have verified the USI Transcript	<input type="checkbox"/> Yes <input type="checkbox"/> No	CMS and student file updated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student informed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>I confirm that this application to transfer credit is <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>If not approved, reasons for non-approval:</p> 			
Signature			Date