

# Application for Credit Transfer (CT)



## Instructions for Applicant:

- Before completing this application, please refer to Aura Education's credit transfer policy and procedures, which can be accessed on [www.aura.edu.au](http://www.aura.edu.au) or collected at the reception desk.
- If you require assistance to complete this application, please contact us via email at [admission@aura.edu.au](mailto:admission@aura.edu.au) or meet the Student Support Officer in person.
- Submit the completed application with the required evidence in person at the reception desk or via email to [admission@aura.edu.au](mailto:admission@aura.edu.au) or by sending via post to: Unit 5 Level 8, 269 Wickham Street, FORTITUDE VALLEY QLD 4006.
- All supporting documentation must be certified copies of the originals, as Aura Education cannot take responsibility for any damage or loss that may occur during delivery; thus, 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 expect Aura Education to return them to you, you must enclose a stamped, self-addressed envelope with a request to return them by 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 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.

### Fees Applicable:

- **Internal:** No charge for the units that you are applying for credit transfer based on the courses that you have completed with Aura Education.
- **External:** This refers to the units that you have completed with other training providers in Australia.
  - An administration fee of A\$100 per unit is payable at the time of application for Credit Transfer. Where Credit Transfer is requested for five or more units, the total administration fee will be capped at A\$500. No limit on the number of units for which you can apply for credits.

### Applicant Details:

|                 |  |
|-----------------|--|
| Full Name:      |  |
| Postal Address: |  |
| Date of Birth:  |  |
| USI No:         |  |
| Phone:          |  |
| Email:          |  |

**Credit Transfer Units:**

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

| S/N | Qualification Code & Title | Unit Code & Title | Provider | Date competency achieved |
|-----|----------------------------|-------------------|----------|--------------------------|
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## Declaration

- I declare that the information I have provided in this application is true and accurate to the best of my knowledge.
- I acknowledge that the provision of inaccurate information or false or fake documentation will result in the refusal of my application without any condition and without reimbursing the applicable fees and charges.
- I also agree to abide by Aura Education's policies and procedures.

|                         |  |
|-------------------------|--|
| Signature of Applicant: |  |
| Date:                   |  |

**Office Use Only**

**Application Approved:**

☐

**Application Rejected:**

☐

If rejected, reason for rejection:

**Credits Approved:**

| S/N | Qualification Code & Title | Unit Code & Title | Evidence Checked & Verified By | Signature |
|-----|----------------------------|-------------------|--------------------------------|-----------|
|     |                            |                   |                                |           |
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|     |                            |                   |                                |           |

## Approved By

|                   |  |
|-------------------|--|
| <b>Position:</b>  |  |
| <b>Name:</b>      |  |
| <b>Signature:</b> |  |
| <b>Date:</b>      |  |