



CREDIT TRANSFER APPLICATION FORM

PLEASE WRITE IN BLOCK LETTERS

Important Notes:

- Credit Transfer Application is a process which will allow you to apply for exemption from the same unit/s taken from a previous institution.
- Credit Transfer must be applied for before the commencement of study. It is our discretion to process Credit Transfer applications submitted after the commencement of study.
- Late Credit Transfer Application may be charged \$100 (this does not guarantee approval).
- You must attach certified copies of all academic qualification and/or statement of attainment together with this application.
- Credit Transfer Application process takes a maximum of 5 working days to complete.
- You will receive a letter with complete details of the result, impact on your course duration, fees and processes for appeal (if applicable).
- Student visa holders must note that if granting the exemption reduces the ability of the student to undertake a full-time study load, registration will be revoked.
- Credit Transfer may affect course length, resulting in a new course end date. Hence, the Department of Home Affairs will be updated, and the student will be issued a new CoE.

If you have any questions about this credit transfer application, please contact Signature Training College at admissions@stc.edu.au or on 1800-STC-EDU (1800- 782-338).

Title:	Mr/Ms/Miss/Mrs/Other: _____	Student ID number		
First name:		Middle name:		
Last name:		Mobile number:		
Course:		Email address:		
EXEMPTION THROUGH PREVIOUS QUALIFICATION				
<i>Please list the competency unit codes and titles that you would like to apply for credit/exemption</i>				
Unit code	Unit name	Signature Training College equivalent unit	CT Granted? (Please tick applicable answer)	
			Yes	No
			<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"/>
Total no. of approved units				
Assessor Name:			Date:	
Assessor signature				

Parramatta Campus

📍 Suite 1, 191 Church Street Parramatta NSW 2150

Camellia Campus

📍 Suite 2C L1, 1C Grand Avenue Camellia NSW 2142

International Students

✉ info@stc.edu.au

☎ 1-800-STC-EDU (1800-782-338)

(02) 8806 3939 | +61 466 666 913

Domestic Students

✉ info@signaturetraining.edu.au

☎ (02) 8896 2036 | +61 452 232 813

+61 460 003 311



STUDENT DECLARATION

- I hereby declare that the information and documents I have provided are true and correct.
- I have read and understood the Credit Transfer Policies and Procedure.
- I understand that the Assessor's decision is final.
- I understand that my CoE duration might be affected due to the Credit Transfer I will receive.

Student name:	Date:
Student signature:	

RTO USE ONLY

DOCUMENTS REQUIRED
(Note: Applications with incomplete documents will not be processed)

Documents	Submitted?		Comment/s
	Yes	No	
Certified copies of academic qualifications/statement of attainment	<input type="checkbox"/>	<input type="checkbox"/>	
Certified copies of transcript/s	<input type="checkbox"/>	<input type="checkbox"/>	
Unit description (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
CT Granted' column above is completed?	<input type="checkbox"/>	<input type="checkbox"/>	
Where CT is not granted a written explanation has been provided.	<input type="checkbox"/>	<input type="checkbox"/>	
Received by:	Signature:	Date Received:	
<input type="checkbox"/> VETtrak updated <input type="checkbox"/> Documents filed/uploaded <input type="checkbox"/> CoE updated (if applicable) <input type="checkbox"/> Email sent to the student			

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