

Credit Transfer Application Form

Full name	
Address	
Contact number	
Email	
<p>Applicant information</p> <p>The following guidelines apply to applications for credit transfer to TLK Community College:</p> <ul style="list-style-type: none"> Any participant is entitled to apply for credit transfer in a course or qualification in which they have formally enrolled and have paid the applicable enrolment and tuition fees. Credit transfer is the recognition of learning achieved through formal education and training. Qualifications and Statements of Attainment issued by any RTO are to be accepted and recognised by all other RTOs. Participants may not apply for credit transfer for units of competence or qualification which are not included in the College's scope of registration. While participants may apply for credit transfer at any time, they are encouraged to apply as soon as enrolled and before commencing the training program. There is no application fee to apply for credit transfer. If you are granted credit transfer, a revised fee for the qualification will be calculated based on the outcome of the credit transfer process. Credit transfer may only be awarded for whole units of competence. Credit transfer will only be issued when the participant's enrolment includes at least one other unit of competence for which the participant is participating in training or is seeking recognition. Participants may not enrol only for credit transfer. To apply for credit transfer, the applicant must complete this form and produce relevant documentation (Qualification or Statement of Attainment) for College sighting of originals where required. The College will conduct a Unique Student Identifier (USI) transcript search, as applicable, via a validated student USI number, to confirm previously completed nationally recognised Units of Competency. 	
Name of current course or program of study at TLK Community College:	

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Privacy Disclosure Consent

This form is used to obtain consent from students applying for a credit transfer or recognition of current competence against qualifications obtained through another registered training organisation.

Acknowledgement and Consent

By completing and signing this form I, _____ (name in full)
of (address) _____

provide my express acknowledgement and consent for the purposes of the Privacy Act 1988 (Cth), for TLK Community College to disclose and search my personal information for the following purposes:

- Contacting the Registered Training Organisation/s (including TAFE where applicable) which issued the attached qualification/s as applicable
- Requesting confirmation of authenticity for the qualification/s as applicable
- Searching and confirming Unique Student Identifier (USI) transcript information, as applicable, via a validated student USI number.

Conditions

Please specify any conditions (if any) relating to the disclosure of your personal information which you are seeking: _____

Applicant Name: _____

Signature of applicant: _____

Date: _____