

National Recognition Application Form

Credit transfer | Use with policy v26.09.1 | Effective 8 September 2026

Credit transfer is free. Send this form and evidence to **team@equinimcollege.com**, or email the same details. Call **1800 338 883** for help or another format. You may have assistance completing it. Attach extra unit schedules where needed.

EQC only enrolls students aged 18 or older, with no under-18 exceptions. This is our admission rule, separate from government funding eligibility. Applying for credit does not guarantee admission or funding.

Full name / student ID (if known)

Email / telephone

Destination qualification/course code and title

A. Units and evidence

For each: completed unit code/title -> destination unit code/title -> evidence reference

Completed unit code/title	Destination unit code/title	Evidence reference

Evidence supplied, issuing organisation and award date (attach more pages if needed)

Evidence supplied	Issuing organisation	Award date

Provide a Statement of Attainment, qualification with record of results, or authenticated VET transcript. We may ask about gaps or verify other records. For USI access, arrange viewing permission or a verifiable link. Never send your USI password.

I confirm the evidence relates to me and is accurate to the best of my knowledge. I authorise EQC to contact the issuer to verify it. USI viewing permission is arranged separately. I have access to the policy and understand credit may affect duration and fees.

Applicant name / signature and date (typed name accepted for this application)

Applicant name / signature	Date

EQC uses relevant information for recognition and lawful reporting/audit duties. See the Privacy Policy for handling, access and correction. Read related policies at technologycourses.com.au/policies-procedures.

B. EQC verification and decision record

Applicant ID / received date / complete application date / response due date

Written outcome due within 20 business days of receiving a fully completed application and sufficient evidence. Identify gaps promptly; confirm completeness and explain delay/revised date. This matches policy section 3.

Identity / issuer or USI verification / permissions / checker and date / evidence gaps

Per unit: source -> destination; equivalence evidence; granted/refused/pending; reason

Attach a schedule if needed. Identify every unit decision, superseded-unit checks, licensing restrictions, disputed evidence and any RPL/training alternative. Do not record only whole-application approval.

Decision-maker/date; written outcome sent; reasons, appeal information and notice reference

C. Study, fees and acceptance

Remaining study / duration / training plan and SMS update; responsible staff/date

Finance: credited fees/refund; actual contract/cohort; reporting and claim check reference

Credit transfer remains free; EQC currently charges no administration fees. Three included assessment attempts per unit and approved NSW refund protections remain unchanged. Apply actual funding/fee rules; no subsidy is assumed for credits.

If overseas student: accepted decision/date; revised duration/CoE/PRISMS action reference

Overseas student's acceptance of written credit decision: name/signature/date, if applicable

Retain evidence, decisions, notices and administration records securely under the policy and applicable retention rules. Form completion is not operational compliance sign-off.