Credit Transfer Application Form

- **Please fill out this form and complete all sections.**
- **Please ensure that certified supporting documents are attached with this application**

Section 1 – Student Details			
Student Name:		**Student ID:**	
Course Code and Name:			

Section 2 – Application and Declaration			
Student: ☐ I wish to apply for credit transfer for the units of competency/modules listed below. ☐ I have attached an original copy of certification documentation from another RTO/ AQF authorised issuing organisation. ☐ I declare that certification documentation supplied is legitimate, true and correct. ☐ I understand that the Assessor will check the authenticity of my original AQF certification document or VET transcript before granting credit transfer. ☐ I understand that if there are any changes to my course duration, I must contact the Department of Home Affairs to check any potential impacts on my visa.			
Student Signature:		**Date:**	
Note: If at any later stage during student's course of study, Future Culinary Academy (FCA) becomes aware that fraudulent documents were provided in support of a Credit Transfer application, the credit transfer decision will be revoked with immediate effect.			

Section 3 – Units /Modules Outcome (Please ensure that certified supporting documents such as Statement of Attainment/Result or Official Transcripts are attached with this application)						
Student to tick the units for which credit transfer is being applied				Assessor Only (FOR OFFICE USE ONLY)		
Unit Code	Unit Name	Old Code	Superseded or Equivalent	Evidence supplied	Assessment Outcome Credit Transfer - Granted (G) - Not Granted (NG)	Assessor Initial
				☐	☐ G ☐ NG	

Section 4 – Assessor Judgement and Declaration (FOR OFFICE USE ONLY)	
☐ I declare that I have made my judgement based on the certification documentation provided by the student, and that the documents supplied by the student are legitimate, true, and correct to the best of my knowledge.	
CoE duration adjusted because of Credit Transfer: ☐ Yes ☐ No	
Future Culinary Academy (FCA) Assessor Name:	
Evidence against the credit transfer requested:	
Student has been notified in writing of the Credit Transfer outcome decision: ☐ Yes ☐ No	

Section 5 – Student Acknowledgement and Acceptance	
Student Signature:	**Date:**

OFFICE USE - Admin Use only					
SMS Updated:	☐ Yes ☐ No	**Date:**		Initials	
Student Record Updated:	☐ Yes ☐ No	**Date:**		Initials	
Credit Transfer Record Register Updated:	☐ Yes ☐ No	**Date:**		Initials	

Please note: If you are applying for Credit Transfer (CT) for any unit(s) not listed in this form, please request an additional Credit Transfer form from Future Culinary Academy (FCA) by calling 1800 843 322 or +61 3 8658 7474 (Outside Australia) or emailing contact@thefca.edu.au.