

ACADEMIC CREDIT TRANSFER APPLICATION FORM

INSTRUCTIONS

In accordance with National Code Standard 2, Pivotal Education recognizes all AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs) and grants academic credit for such courses/units of study upon a prospective or existing student's application (supported by the requisite documentary evidence) for such course credit.

If you have previously completed qualification(s) or unit(s) of competency you may be eligible to apply for a credit transfer. Please visit Pivotal Education website and fill out the Credit Transfer Form, attach copies of the evidence you have (e.g. Certificate and/or Statement of Attainment) and submit all the evidence with your Letter of Offer.

Applicants will be notified of the outcome of their application within 28 working days of its submission.

Pivotal Education does not grant course credits for the recognition of prior learning (RPL) for international students.

Your credit application must be accompanied by;

1. A certified copy of your Statement of Attainment, Testamur, Academic Transcript showing the institution name, completion date, unit code/s, unit title/s and results.
2. Where documentation is issued in another name (e.g.: maiden name), you must provide a certified copy of change of name documentation (e.g.: Certificate of Marriage)
3. Should evidence provided be in a language other than English, a translation by an accredited translator must be provided.

International Students who may have an Academic Credit Transfer granted it may affect the length of the student's visa so consultation with Academic Coordinator and Student Support Services is advised prior to lodging an application.

- a. if the course credit is granted before the student visa grant, the actual net course duration (as reduced by course credit) will be reflected in in the Confirmation of Enrolment (CoE) issued for that student for that course; or
- b. if the course credit is granted after the student visa has been granted, Pivotal Education will report the change of course duration via PRISMS under section 19 of the ESOS Act, and provide student with a revised CoE with shorter duration in accordance to the course credit granted.

Applications must be received at least three weeks before commencement of semester

If this application is not submitted in sufficient time to be assessed and processed prior to the date of any enrolled units for which you are requesting Academic Credit Transfer, you will still be liable for any fees incurred for the enrolled unit/s.

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Appeals

If you believe your application has not been fully or fairly assessed, you may request a review of the application and may lodge a formal written appeal within 10 working days of receipt of notification of the outcome of your application to the Student Services. Please discuss your concerns initially with the Academic Coordinator and complete Student Complaint and Appeals form available from Student services or Pivotal Education website.

Cost

The cost involved for the application of Academic Credit Transfer is \$100.00 (the Application fee is non-refundable if Credit Transfer is not granted) for the application.

A. Academic Credit Transfer APPLICATION FORM (Please type your responses or use BLOCK CAPITALS)									
Title		First Name		Surname					
Preferred Name		Gender		Phone Number					
Street Address		City		Mobile Number					
Suburb		State		Post Code					
Organization				Date of Birth					
Email Address									
Course Name				Course Code					
Start Date		End Date							
B. Background									
Credit Transfer	<ul style="list-style-type: none"> Academic Credit Transfer (ACT) involves assessing a previously completed course or subject to see if it provides equivalent learning or competency outcomes to those required within your course. 								
Assistance	<ul style="list-style-type: none"> For assistance completing this form, please contact the Student Service Officer/Academic Coordinator 		Email						
			Phone						
D. Previous Units of Competency			Office use only						
After looking at the Units of Competency for the Course in which you are enrolling, which units have you previously completed that you think may apply? (please attach copies)			Equivalent Unit of Competency	ACT Granted? (Academic Coordinator to Complete)					
Years	Unit Code & Name (please specify)		Unit Code & Name	Academic Credit Transfer Yes/No					
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Student Declaration:

- I confirm the information provided in this form is true and correct.
- I have read and understand Pivotal Education Standard 2 – Recruitment of an overseas student (Course Credit and RPL Policy) located on Pivotal Education website.
- This is an application for Academic Credit transfer in my current enrolled course and the application will be considered in accordance with Pivotal Education Standard 2 – Recruitment of an overseas student (Course Credit and RPL Policy).
- I will be informed of the outcome of this request in writing including the reasons for the outcome.
- I have read and understood Pivotal Education Complaints and Appeals Process.
- If the Academic Credit Transfer is approved my current Confirmation of Enrolment (CoE) may be revised to reflect the new course duration and the Department of Home Affairs will be informed.
- I understand that I may have to contact Department of Home Affairs and seek advice on my student visa duration if required.
- If applicable, my entitlement to a refund will be assessed in accordance with Pivotal Education Refund Policy for International Students.
- I understand that there is a fee payable for this application which is non-refundable regardless of the outcome the application.

Share of Personal Information – Disclaimer: Information is collected prior to your enrolment, on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

F. Student Signature

I hereby certify that the information provided and the documentation attached are true and correct:

Signature	Date
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H. Assessor Signature

I have assessed the information provided and documentation attached and deem that the student should be granted Academic Course Credit as outlined above.

	Date
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Has Pivotal Education notified the student of the decision in writing (please attach):	Yes / No
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Comments by _____

Office use only

Signature of Academic Coordinator/or Principal: _____

Name of Academic Coordinator/or Principal: _____

It is the Academic Coordinator's responsibility to ensure the student's study plan is amended appropriately if academic credit transfer is granted. The student must therefore be given a revised study plan.

The applicant will be officially notified of the outcome of their application by the Student Services/Academic Coordinator/or Principal). No communication should occur with the student concerning the possible or actual outcome of this application prior to the student receiving official notification.

Student has paid \$100.00 Application fee (Non-Refundable) <input type="checkbox"/>	Student currently enrolled in units approved for Credit Transfer (if applicable) <input type="checkbox"/>
Course has been amended by Academic Coordinator to accommodate ACT Yes <input type="checkbox"/> No <input type="checkbox"/>	New COE required Yes <input type="checkbox"/> No <input type="checkbox"/>
Initials and date	
File recorded	
Processed by	
Education background Input	
Checked	
Official Communication Sent	
Completion approved	