

FORM MUST BE COMPLETED IN FULL — INCOMPLETE FORMS WILL NOT BE PROCESSED

PERSONAL DETAILS

Student Name: _____

Address: _____

Email: _____

Student ID Name: _____

Nationality: _____ Mobile Number: _____

Gender: Male Female Date of Birth: ____/____/____

Course enrolled in: _____

COMPLETED UNIT OF COMPETENCY DETAILS (Attach all supporting documents/evidence)

UNIT CODE

UNIT TITLE

[illegible]

Institution (RTO) where study was undertaken: _____

DECLARATION

I understand and agree that:

I am applying for Credit Transfer for the unit/s of competency listed above, and have provided Greenwich Management College with the academic records and the evidence required.

Student Signature (or electronic acknowledgment):

Date: ____/____/____

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OFFICE USE ONLY

Completed application form received

Original copies of all academic records sighted

ASSESSOR:

Number of competencies assessed for credit transfer: _____

Number of competencies approved for credit transfer: _____

Where credit transfer not granted, a written explanation has been provided:

ASSESSED BY:

Name: _____

Date: ____/____/____

Signature

ADMISSIONS:

Student has been notified about the outcome and fees? YES NO

Has the payment been received? YES NO

Will the length of CoE need to be changed? YES NO

How many terms? ____

New Course Finish date: ____/____/____ Term: ____

New CoEs created on PRISMS (if required) YES NO

Student course details updated on STARS (if required) YES NO

Relevant documents and CoE uploaded to students file YES NO

Comment written in student's file YES NO

Student has been notified of the outcome of application YES NO

PRISMS UPDATED BY:

Name: _____

Date: ____/____/____

Signature