

# Application for Credit Transfer or Admission with Advanced Standing

## Please Read Before Completing This Form

- Students seeking credit or advanced standing should firstly read the *NPI Credit Arrangements Policy with attachments – Schedule A and B* on the NCPS website before submitting this application.
- This application must be received by the College prior to the relevant trimester of study. This includes commencing students seeking admission with advanced standing.
- Attach to this application a certified copy of the statement of results from your previous course/s and detailed descriptions of all units for which you are seeking credit.

## Eligibility to Apply and Important Notes

1. The unit/s for which credit is sought must:
  - a. be part of a Diploma level course or above;
  - b. be part of an approved/accredited/certified course in the same field of study or with the same course focus as the one in which exemptions are sought, and;
  - c. have been completed and passed to a satisfactory level.
2. No more than 50% of the enrolled course will be exempted.
3. The Course Coordinator will consider the application as per the *NPI Credit Arrangements Policy with attachments – Schedule A and B*.
4. Students will be notified of the outcome within two weeks of submitting their application.

## STUDENT DETAILS

Surname:	Given Names:
Date of Birth:	NCPS Student No.:
Address:	
Telephone number:	Email address:

## DETAILS OF COURSE/S PREVIOUSLY UNDERTAKEN

Institution/s previously attended:
Course/s enrolled in:
Did you complete this course? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, in which year did you complete the course?
If no, how many units did you complete out of the total (e.g.: 8/24):

For which completed units in your previous course are you seeking credit? (List Code and Title)	
I have attached a statement of results: Yes <input type="checkbox"/> No <input type="checkbox"/> I have attached details for units for which I am seeking credit: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Note: your application will not be considered without this documentation</i>	
Student's signature:	Date submitted:

**Office Use Only**

*Course Coordinator to complete:*

Unit/s for which credit has been granted:		
Unit/s for which credit has not been granted. (Provide reasons.)		
Course Coordinator's signature:		Date:

*Student Administration to complete:*

Student enrolment on EduPoint updated to show Advanced Standing (AS) results	Initials:	Date:
PRISMS updated to show changes in course duration (if credit is granted after student visa issued)	Initials:	Date:
Student notified formally of the above by email	Initials:	Date: