

**Navitas College of Public Safety
Higher Education Division**

**Application for Credit Transfer
Enrolling Students**

Please Read Before Completing This Form

- Attach to this application a certified copy of the statement of results from your previous course AND detailed subject descriptions of all subjects for which you are seeking credit.
- The Prospective Student Officer must receive this form and supporting documentation by or on enrolment day. It may be mailed beforehand or handed to enrolment staff at enrolment. If it is not received by enrolment day, the application will not be considered.

Eligibility to Apply and Important Notes

1. The subjects for which credit is sought must:
 - 1.1. be part of a Diploma level course or above;
 - 1.2. 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
 - 1.3. have been completed and passed.
2. Credits/exemptions for relevant work experience will generally NOT be granted.
3. No more than 50% of the enrolled course will be exempted.
4. A student need not have completed an entire qualification in order for credit to be considered; it is successful completion of a particular subject that is considered.
5. A student will not be granted credit for subjects completed more than ten years ago, whether in an NCPS course or a course at another institution.
6. The College may have articulation arrangements with other institutions; "block" credits.
7. Although some of this information may have already been provided to the College by VTAC and used for selection purposes, the Credit Transfer Committee requires hard copies of any application documentation.
8. The Credit Transfer Committee will consider the application within a week of enrolment and students will be notified of the outcome within two weeks of enrolment.

Details of Courses Previously Undertaken

Surname:		Given Names:	
Address:			
		Date of Birth:	
Institution Previously Attended:			
Course Enrolled in:			
Did you complete this course? Yes/No			
If yes, in which year did you complete the course?			
If no, how many subjects did you complete out of the total (eg: 8/24)			

For which completed subjects in your previous course are you seeking credit? (List Code and Title)

For which NCPS subjects are you seeking exemptions? (List Code and Title)

I have attached a statement of results. Yes/No

I have attached subject details for subjects for which I am seeking credit. Yes/No

PLEASE NOTE: YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT THIS DOCUMENTATION

Credit Transfer Committee Decisions

Decisions are made on a case by case basis after enrolment. Decisions are based on:

- the subjects successfully completed in the previous course,
- the detailed content of those subjects,
- the marks received by the student in those subjects, and
- the level of the course eg: Diploma, Advanced Diploma or Degree.

Office Use Only (Registrar and Student Administration to Complete)

Subjects to be considered by the Credit Transfer Committee:		
Credit Granted? Yes/No		
Exemptions Granted? Yes/No If yes, for which subjects?		
Refer to attached Credit Transfer Committee Decisions for details and reasons.		
Student enrolment on PEPi amended:	Initials:	Date:
New Confirmation of Enrolment printed from PEPi:	Initials:	Date:
New eCOE issued via PRISMS (if credit granted prior to enrolment)	Initials:	Date:
Fees on PEPi adjusted if study load changes as a result of the exemptions. (If direct payment made, Fee Refund Form AF201 must be completed and refund cheque issued)	Initials:	Date:
PEPi updated to show EX results:	Initials:	Date:
PRISMS updated to show changes in course duration (if credit is granted after student visa issued)	Initials:	Date:
New timetable done on PEPi and printed:	Initials:	Date:
New class lists issued if necessary:	Initials:	Date:
Student Administration has contacted student by phone or email to discuss exemptions, new timetable, changes to eCOE etc:	Initials:	Date:
Student notified formally of the above by letter using letter template AT554	Initials:	Date:

Student: original letter AT554, irregular subject sequence AT572, new Confirmation of Enrolment, new timetable, refund cheque and copy of fee refund form (if applicable)
Student's File: copy of letter AT554, this form, all subject details, Statement of Results and other documentation provided by student, Credit Transfer Decision, copy of fee refund form (if applicable).
Credit Transfer File in Registrar's Office: copy of this form, Credit Transfer Decision and Minutes of the Credit Transfer Meeting
Credit Transfer Folder in Student Administration: Copy of the Credit Transfer Committee Minutes and all Decisions.
Fee Refunds folder – copy of fee refund form AF201- if a fee refund was paid