

Credit Transfer Application Form

1. Instructions

- a. Please refer to Milestones International College course credit policy for information on the credit transfer process
- b. Use this form for Credit Transfer application purposes only.
- c. Please attach certified copies of supporting documents only.
- d. If you need assistance with this form, please contact MIC's student support officers on campus
- e. Specified credit is granted where it can be demonstrated that the unit previously studied is an exact or near equivalent of an MIC unit which contributes to the program in which the student is enrolled
- f. Unspecified credit is granted where and when exact or near exact equivalence cannot be determined and is applied towards elective courses.
- g. When no elective courses are available and courses cannot be matched, no credit can be granted.

2. Student Details

Student ID: Surname: Given Name(s):

3. Information related to the course you are seeking credit for

Course Code: Course Name:

4. Details of Credit - Details of previous study for which credit is sought (Photocopy page 2 if you need to record additional units)

Course Code: Course Name:

Commencement Date: Completion Date: Name of Previous Institution:

6. Student's Declaration

I warrant that the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that Milestones International College may withdraw an offer of a place or cancel my enrolment in consequence. I have read MIC's statement on privacy and the purposes for which my personal information will be used.

Student's Full Name: Signature: Date:

7. For Office Use Only (to be completed by authorised MIC staff)

Received By (Full Name): Signature: Date Received:

Reviewed By (Full Name): Position: Date Reviewed:

Is the application for Credit Transfer approved? YES NO → Why not?

Was the student notified of the outcome? YES → Method of Notification: Email Call/SMS In Person Other:

NO → Why not?

How many units/hours have been transferred: units hours Revised COE Duration: weeks/month Revised COE End Date:

Does the Credit Transfer affect the tuition fee? NO YES → What is the tuition fee after the Credit Transfer? (do not include material fees) AUD\$

Has the SMS been updated? YES Updated by: Date Updated:

Has PRISMS been updated? YES Updated by: Date Updated:

Has the Admin file been updated? YES Updated by: Date Updated: