



# CREDIT TRANSFER APPLICATION FORM

Please complete this form if you have successfully completed studies at a TAFE College or another Registered Training Organisation. Attach a certified copy of your qualification or Statement of Attainment and return it together with this completed form to CEAV Institute. Please refer to the Student Handbook for a list of who can certify your documents.

**Credit transfer** is the award of credit for prior learning that contributes towards satisfying the requirements for a qualification. Credit can be awarded based on recognition of studies from a previously completed or partially completed program or qualification. There is no cost for credit transfer.

Personal Details	
Surname/Family Name	
Given Names	
Postal Address	
State	Postcode
Telephone	
Mobile	
Email	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	

Course Details	
Current Course Studying at CEAV Institute	
Previous Course/s	

## Student Declaration:

- I certify that all details provided on this application form are correct.
- I understand that by signing this application form, I realise that CEAV Institute will need to contact the issuing RTO to certify my enrolment.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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Previous Unit(s) studied		Credit Transfer Sought		For Office Use only
Unit of Competency Code	Unit of Competency Title	Unit of Competency Code	Unit of Competency Title	Approved

## Office Use only

### CEAV Institute

Training Manager to complete:

Application approved:      Yes                   No

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments

Student Notified                   Date \_\_\_\_\_

The form is to be lodged either by post , email or fax to:

CEAV Institute Manager, Unit 3 192 B Burwood Rd, Hawthorn VIC 3122

Ph : (03) 9810 6405. Fax: (03) 9815 2490 Email: [trainingmanager@ceav institute.edu.au](mailto:trainingmanager@ceav institute.edu.au)

**Privacy Declaration:** CEAV Institute seeks this information for the purposes of processing your application. This information will only be used by the CEAV for the purposes for which it is intended. You have the right to access your records at any time by contacting the CEAV on Ph 03 9810 6400 during business hours or downloading the appropriate form on [www.ceav institute.edu.au](http://www.ceav institute.edu.au)

**Complaints and Appeals:** If at any stage during your application/ enrolment or course delivery/assessment you feel dissatisfied you have the right to complain or appeal any decision that you disagree with. All policies, procedures and forms for complains/appeals are available on [www.ceav institute.edu.au](http://www.ceav institute.edu.au)