

CREDIT TRANSFER APPLICATION FORM

Sunbeam International College recognises qualifications, transcripts, and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. When submitting this application, students must provide certified copies of Statements of Achievement or Qualifications and Transcripts to support credit for Units of Competency already obtained. This form can also be filled out if students are progressing towards a higher qualification after completing the necessary units from a prior qualification or a combination of prior qualifications.

If you need any help in completing this form, please get in touch with Student Services.

Part A: Credit Transfer (CT) Process:

1. Student to fill out CT Form (Refer to SBIC Course Credit Transfer Policy prior to filling this form).
2. Student to submit the form along with payment and supporting documents to Student Services. (CT application fee \$150 -\$350 based on no. of unit regardless of the outcome)
3. CT request to be processed within 5-10 working days.
4. SBIC will notify the student regarding the outcome of their CT application.
5. If application is approved, a new CoE will be issued to reflect the changes to your course duration.

Part B: Student's Details

Student ID:		Name:	
Contact No:		Email:	
Course Name :			

Part C: Credit Transfer Details

Provider name (where units of competency were obtained):	
RTO Code:	

* Kindly write the unit codes and names that the student is seeking Credit Transfer in the table below.

Part C: Credit Transfer Details

Unit Code	Unit Name	Credit Transfer Approved? Office use only	
		Yes (granted)	No (rejected)

Part D: Student Declaration

- I declare that the information provided by me is correct and complete.
- I declare that I understand and agree to be bound by the SBIC Course Credit Transfer Policy.
- I understand that the Credit Transfer Form and all the supporting documentation must be submitted to SBIC by Week 4 of the course commencement date.

Student Signature: _____

Date: _____

Part E: Office Use Only

Accounts		Academic		Accounts		Student Services	
CT Fee:	\$150 -\$350 based on no. of unit	No. of units credited:		Remaining TF:	\$	New CoE issued:	
Payment received by:		Adjusted course duration:				U p d a t e SMS:	
Signature:		Approved by:		Remaining Non-TF:	\$	Send new study plan (If required)	
Date		Date:				Signature:	
						Date:	