

Student Credit Exemption Application Form

*To be read in conjunction with Student Admissions and Advanced Standing Policy and Procedure.
Please return the complete application form with relevant supporting evidence to
admissions@eia.edu.au (before course commencement) or studentservices@eia.edu.au (after course commencement).*

Applicants must submit with this form:

- a certified transcript of your academic records indicating the unit(s) completed, year completed, and grade obtained;
If you are requesting credits based on prior VET courses, you must provide a viewable authenticated USI transcript. Please visit the USI website for instructions on how to share your VET transcript with an education provider (<https://www.usi.gov.au/usi-vet-transcripts/students-and-their-vet-transcripts>).
- details for the grading system;
- an official course outline (or similar) showing the weighting of the unit as a proportion of the total course; and
- a copy of the unit outline detailing the expected course learning outcomes and specified unit learning outcomes.
For VET courses, you can access and download the unit outlines at training.gov.au.

Submission Deadline

- Credit transfer applications must be submitted at least 10 business day before each semester start date.
- Please note that incomplete or insufficient documentation will not be processed after this deadline by EIA academic staff.

Please answer ALL the following questions to ensure the correct processing of your application.

Applicant Details			
Surname:		Given Name:	
Date of Birth:		Student ID:	
EIA Student Email:			
Other Email:			
Student Mobile:			
Name of EIA Course the Credit Exemption is Applied for:		Select Course ...	

Student Declaration and Signature
<p>I declare that the information provided by me in this form is true and complete. I understand that it is my responsibility to provide documentation to support my application. I authorise EIA to obtain further relevant documentation where necessary. I acknowledge that EIA reserves the right to vary any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I understand that information provided by me will be retained by EIA and will be made available to Commonwealth and State agencies, pursuant to obligations under ESOS Act 2000 and the National Code.</p> <p>I have read and understood the above conditions and accept them in full.</p> <p>Student signature: _____ Date: / /</p>

Previous Studies		
Previous Institution in which studies were undertaken	Course Name	Year Completed

Student to Complete	EIA Office Use Only		
Unit Code and Unit Name from the Previous Study	EIA Unit Code	Decision Yes/No	Academic Assessor Initials
1.		Yes No	
2.		Yes No	
3.		Yes No	
4.		Yes No	
5.		Yes No	
6.		Yes No	
7.		Yes No	
8.		Yes No	
9.		Yes No	
10.		Yes No	
11.		Yes No	
12.		Yes No	
Assessed by:		Date assessed:	
Assessor Comments:			
Approved by:		Approved on:	