

Preliminary 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).*

The Preliminary Credit Exemption Form is used when you wish to apply for credit exemption before the official transcript is available. Any outcome provided at this stage is preliminary and does not constitute official approval.

To obtain official approval, you must submit the Student Credit Exemption Application Form, together with the official transcript and required unit outlines, for final assessment.

Applicants must submit with this form:

- An unofficial academic transcript; or proof of enrolment in units that are still in progress or awaiting results; and/or evidence of units that have been successfully completed;
- An official course outline (or similar) showing the weighting of the unit as a proportion of the total course; and/or 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.

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 Please select	

Student Declaration and Signature
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. I have read and understood the above conditions and accept them in full. Student signature: _____ Date: / /

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: This is a **preliminary outcome only**. Subject to submission of the **official transcript**, the following units would be approved for exemption:

Approved by: _____

Approved on: _____