

APPLICATION FOR CREDIT TRANSFER

Credit transfer - VET

Credit transfer is the recognition of previously completed formal training and/or qualifications. For more information, please refer to the Credit Transfer policy at aim.com.au/student-information.

When to apply

Completed CT applications must be submitted as part of your application.

Supporting documentation

Please attach a certified copy of any relevant certificates and transcripts of results for any formal studies that you have completed, along with any other relevant information that may support your application.

Credit transfer fees

There is no administration charge.

Outcome

Once the review process is completed, AIM will notify you in writing of the outcome in 15 working business days.

Instructions

1. Please complete the form below,
2. On page 2, please add the units that you are seeking credit(s) for. Please check the AIM website to find the course structure in order to match with your unit request.
3. Submit this form to AIM Student Support via studentsupport@aim.com.au

1. Personal Details

Title: _____ First Name: _____ Last Name: _____

Date of Birth: _____ Scientia ID: _____ Unique Student Identifier : _____

Contact Number: _____ Email: _____

Postal Address: _____

2. Indicate Units of Competency

Formal Study Credit Transfer (Student to Complete)

Student No:

Course:

List units successfully completed					List corresponding units at AIM		Official Use Only
Date Issued	Name of Issuing Authority	Level of Qualification/ unit studied	UoC Code	Unit Title	UoC Code	Unit of Competency Code and Name	Approved Y/N
<i>Eg.31/05/23</i>	<i>ABC Training</i>	<i>Certificate IV</i>	<i>BSBCMM401A</i>	<i>Make a Presentation</i>			

I am currently enrolled with AIM in the following Qualification: _____

I would like to have the above unit(s) of competency credited toward my Qualification (No additional payment required)

I am seeking to enrol with AIM and wish to have the above unit(s) of competency credited towards the following Qualification: _____

3. Privacy Statement

AIM collects personal information when potential or current students use AIM products or services or deals with AIM in some way. This includes collecting information when students contact AIM (for example, to enquire about a course of study, seek credit transfer). Individuals may, subject to the exceptions prescribed by the Australian Privacy Principles, request access to and correction of their personal information where this is collected directly from individuals by AIM. If you have any concerns about this, you can contact us by phone on 1300 855 682.

3. Student Declaration

The information I have provided in this form is correct and complete. I understand that withholding relevant information relating to my application, including academic transcript/s may result in this application being rejected.

- I have attached to this application supporting certified copies of Qualification(s), Transcript(s) or Statement(s) of Attainment. I understand that AIM will verify these certificates with the issuing RTO.
- I authorise AIM to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from educational institutions. I understand that AIM is not responsible if an educational body or institution does not verify these records.
- I agree to abide by the regulations and policies of the AIM.

Student Name: _____ **Student Signature:** _____ **Date:** _____

AIM USE ONLY

Certified copy of Qualification and/or Transcript sighted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The Unit(s) of Competency on the transcript are equivalent to those in the AIM course offering.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The Qualification and/or Transcript have been verified by the issuing RTO or the USI portal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Outcome Achieved	<input type="checkbox"/> CT Granted	<input type="checkbox"/> Not Granted
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Note: Copy this table for each unit being checked for Credit Transfer if the transcript is from different providers.