Application for Credit Transfer

How to apply for Credit at Cambridge College Australia (CCA) for units you have already completed.

1. Complete your details in Section A of this form.
2. Enter details of your previous qualifications in Section B.
3. Sign the declaration in Section C.
4. Provide this SIGNED document and evidence of your previous qualifications to CCA administration staff, either in person or via email.

Important notes

- Course credit approval may affect the duration of your course
- You must apply for course credit before the start date of your enrolment
- Credit may be granted for the same or equivalent units only
- Credit is not granted for units where the previous outcome is Credit or RPL.
- All applications for course credit must be accompanied by official documentation, such as
  - Official, verifiable Statements of Attainment or Records of Results from your previous institution
  - Temporary access to your USI records

Section A. Your details

Full name			
DOB		Student ID (if known)	
CCA course you will study		Location	

Section B. Previous qualifications

See the first row as an example.

Course code	Course name	Institution name	Year completed	Evidence attached
ABC123	*Certificate III in ABC*	*XYZ school*	*2024*	*Statement of Attainment*

Section C. Declaration

- I declare that the information I have provided on this application and attachments are true and correct.
- I am aware that application of Credit may impact the duration and cost of my enrolment.
- I authorise CCA to verify my qualifications and/ or /skills with the issuing institution.

Signature:

Date: