

PART A: INFORMATION TO STUDENTS

Credit transfer is a process by which students receive credit for courses/units successfully completed based on previous formal study.

When to Apply

- Students are required to submit this FOR25 Credit Transfer Form prior course/program commencement date or the two (2) weeks after the course/ program commencement date.
- The late fee will be applied If your application is submitted late

How to Apply

- Complete this FOR25 Credit Transfer Application and submit along with;
 - copies of official transcripts and/or;
 - relevant supporting documentation
- Submit to Administration Department
- SCEI reserves the right to request certified copies or original versions of documents.

Credit Transfer Outcomes

The student will be notified of the outcome in writing within ten (10) working days of submitting your application, providing all the required documents are included at time of submission.

Fees

- There is no fee for Credit Transfer
- The late fee will be applied If your Credit Transfer application is submitted late

Important Note

- Visa compliance for onshore international student: visa holders Onshore international student visa holders are required to complete their study within the expected program duration (Education Services for Overseas Students (ESOS) Act 2000).
- If you are granted credit transfer for a number of courses it may change your expected course/program duration and student will need to complete the student course/program in the revised time frame.
- A reduction in course duration as a result of the granting of credit may have an effect on the length of your visa. Please contact the Department of Home Affairs at homeaffairs.gov.au for more detail

PART B: STUDENT'S DETAILS

Student ID:

Student DOB:

Student Full Name:

Student Email Address:

Student Contact Number:

Student Course/
Program Name

PART C: CREDIT TRANSFER DETAILS

SCEI Course Code and Name:
(Student new Course/Program of study)

Please write the name of the institution, unit code and unit name the student is seeking for Credit Transfer.
Students are required to read the Course Guide which is available on SCEI Website before applying for Credit Transfer.
Please note that any errors in the information you provide below may lead to delay in processing your application.

The Provider Name:

Unit Code	Unit Name	Credit Transfer Approved <i>Office Use Only</i>	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No

Unit Code	Unit Name	Credit Transfer Approved <i>Office Use Only</i>	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No

PART D: STUDENT DECLARATION

I declare that the information provided by me is accurate and complete. By signing this form, I declare that I understand the conditions stated on this form

I acknowledge that while I am enrolled, I am subject to the policies and procedures of Southern Cross Education Institute (SCEI).

I understand that the Credit Transfer Form and all the supporting documentation must be submitted to SCEI by Week 2 of the course/program commencement date.

International Students

I understand it is my responsibility to consult with the relevant government department in relation to my student visa.

I authorise SCEI to conduct a search and retrieval of my academic record from my previous educational institution(s) to verify the information contained in my application or giving permission to access my transcript of results via the USI Portal.

I understand that SCEI reserves the right to vary or reverse any decision made based on incorrect or incomplete information.

I understand my tuition fees will be reduced by the cost of the units of competency for which the credit transfer has been approved. The reduction of fees will be applied to my last instalment/s of my deferred payment plan.

I understand that during the Credit Transfer processing time, I am still obliged to attend all my scheduled classes, even if they are for the units of competencies that I have applied for Credit Transfer.

Student Name:

Signature:

Date:

PART E: FORM SUBMISSION

Email to: online@scei.edu.au

PART F: OFFICE USE ONLY

Domestic Student

Credit Transfer Approved	Yes	No
Credit Transfer Approval Letter returned to Administration Department	Yes	No

International Student

eCOE with revised End Dare required	Yes	No
Student Management System (Paradigm) updated with the signed Form and the relevant documents	Yes	No

SCEI Staff Name:

SCEI Staff Signature:

Date: