

# HIGHER EDUCATION APPLICATION FORM - COURSE CREDIT



This form is to be completed if you are applying for course credit. You should refer to the *Credit and RPL Policy and Procedure* available on the Stanley College website. If you need to include further details or you have studied at multiple institutions, please include them as attachments to this form.

If you require any advice or support to complete this application, please contact the Admissions Office at West Perth Campus.

## SECTION 1: PERSONAL DETAILS

Family Name:

Given Names:

Student ID:

Contact Number:

Intended Course of Study:

## SECTION 3: WORK EXPERIENCE

Employer:

Duration of Employment:

Position Held:

Manager Name:

Manager Contact Number:

## SECTION 2: PRIOR STUDIES

If you have studied at multiple institutions, please include them as attachments to this form.

Institution:

Course Name:

Completion Date:

## SECTION 4: OTHER EXPERIENCE

e.g. volunteer, professional development, short courses

Detail of Experience:

Detail of Duties:

## SECTION 5: UNIT CREDITS YOU ARE APPLYING FOR

Prior Studies	Equivalent Stanley Unit Code and Name	Work Experience and Other

## SECTION 6: SUPPORTING DOCUMENTATION

Please select and attach the type of supporting documentation. All documents from an employer must be printed on official letterhead.

- Academic Transcript       Position Description       Letter of Reference       Unit or Subject Descriptions / Learning Outcomes
- Statement of Attainment       Testamur       Transcript of Results       Statement of Service
- Other (please specify and attach documentation)

## SECTION 7: DECLARATION

1. Stanley College accepts scanned documents submitted online or by email in support of course credit applications. All supporting documents must be true and complete records.
2. You must be prepared to provide original documents or original certified copies of supporting documents upon request at any time. Failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation of true circumstances in association with an application, may lead to the rejection of a Course Credit Application.
3. Stanley College may contact the issuing institution to verify documents.
4. I declare that to the best of my knowledge, the information I have supplied on this form is true and correct
5. I have read and understood the Credit and RPL Policy and Procedure.
6. **Privacy Statement:** Personal information is collected solely for the purpose of operating as a HEP that is administered nationally by the TEQSA who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purpose of audit.
7. International student visa holders should note that if you receive recognition, your course duration may be affected. Any changes to your course end date will be updated on PRISMS, which may affect your visa length/expiry date.

I  confirm that I have read and understood the Credit and RPL Policy and Procedure outlined herein. I also confirm that all information contained in the application is true and correct to the best of my knowledge.

Applicant's Signature:  Date:  (dd/mm/yy)

### FOR OFFICE USE ONLY

Name of Officer who sighted and collected the completed form:

Signature:  Date:   
(dd/mm/yy)

I confirm that I have collected the required documents to support this application