



Student Declaration:

I hereby declare that I wish to apply for course credit as outlined in this form. I confirm that I have been provided with all relevant information regards course credit and that I have accessed the applicable policy on the SITS College website. I further declare that the attachment accompanying this form is a soft/hard copy of my original academic document. I affirm that all information provided in this form is true, correct, and complete to the best knowledge.

Student Name Date

Student Signature _____

Office use only: Credit Transfer Application outcome

Credit Transfer Approved? YES NO If No, please provide the reason:

Effects of credit transfer

- ▶ Recommended reduction of _____ weeks/months from the proposed course duration.
- ▶ Change in timetable / training plan.

Checklist for finalising the Credit Transfer Application:

- ▶ Has the Student been notified of the changes as result of credit transfer?
- ▶ Has it been updated on Student Management System?
- ▶ Please file this document along with the application in student file.

Comments if any:

Student Declaration:

I declare that I have been communicated the outcome of the Credit Transfer Application and I am satisfied with the outcome.

Student Name Student Signature _____ Date

Staff name Staff Signature _____

Date