



CREDIT TRANSFER APPLICATION FORM

Personal Details

Student ID		Date of Application	
Given Name(s)		Surname	
Phone		Email	
Course Enrolled			

Credit Transfer Request (Student/applicant to complete)

Unit Code	Unit Title	Evidence Supplied	CT Granted (Academic Coordinator to complete)

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 transcripts(s) may result in my Credit Transfer (CT) Application being rejected.
- I have attached to this application copies of my Qualification(s), Transcript(s) or Statement(s) of Attainment. I understand that Richmond School of Business (RSB) will verify these certificates with the issuing RTO.
- I authorise RSB to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from other educational institutions. I understand that RSB is not responsible if an educational body or institution does not verify these records.

Signature		Date	
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Office Use Only

I confirm that the above application has been reviewed and outcomes indicated.

Reviewed by		Position	
Signature		Date	
Original Certificates/ Statement of Attainment(s) have been sighted?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copies of all claimed qualifications Certificates/ Statement of Attainment(s) have been attached to this application?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
“CT Granted” column above is completed by the Academic Coordinator?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Where CT is not granted, a written explanation has been provided?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Richmond School of Business

Level 1, 37-39 George Street, PARRAMATTA NSW 2150

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Credit Transfer Application Form | v2.0 July 2021