



CREDIT TRANSFER APPLICATION FORM

Before completing this application form, please ensure you have read the Student Guide as it gives you the information you need to complete the application form.

What you need to do Complete Sections A-E on this form; attach your evidence and pay the application fee of \$150. Students granted Credit Transfer are eligible to receive a partial reimbursement of the course fee based on the nominal hours of the units granted. All documents must be in English and be certified (read the Guide for explanation). You will be sent a letter detailing the result after you application has been processed.

A. Personal Detail

Surname:

Given Name:

Address:
 Postcode:

Telephone: Work: Home: Mobile:

B. Course Information

Name of course:

Commencement Date:

C. Credit Transfer Information

In the left 2 column list the unit code(s) and title(s) from the Mayfield course you are requesting Credit Transfer for. IMPORTANT: If the Mayfield course codes do not exactly match the unit codes from your previous study you need to use the RPL application form.

Mayfield Course Units you are requesting exemption for		Office use only Course Coordinator		
Unit Code	Unit Title	Unit Nominal Hours	Granted Y / N	Comment
Total Nominal Hours of granted Credit Transfer Completed by Course Coordinator				
Course Coordinator Signature:				Date:

D. Evidence Attached

Please tick: Certified copy of Certificate/Diploma/Degree
 Certified copy of Statement of Results/Transcript of Results

The units listed on your certificate and statement of results must match or be equivalent to the unit(s) you are enrolled in to be successful in Credit Transfer. If they have some of the same topics/content but are not deemed equivalent then you can use them as evidence in an RPL/RCC application. Speak to your course Coordinator for further guidance.



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E. Payment of \$150 fee

Electronic Funds Transfer (EFT)

Please use your full name as reference. Email your payment confirmation to Mayfield Finance jteoh@mayfield.edu.au
 Bank: Commonwealth Bank Australia
 Account Name: Mayfield Education Inc.
 BSB Number: 063 143 Account Number: 1005 0419

Cash Please deposit your cash payment into the above bank account at any Commonwealth Bank branch.

Credit Card Payment

We accept Visa and Master cards. A 1.5% credit card surcharge applies.
 You will receive an email with Tax Invoice and online payment portal for you to pay initial deposit by credit card.

I understand this fee is non-refundable and the application can only be processed if the necessary documentation is attached

Signed Date.....

Payment processed

Office Use Only				
Application Fee Paid: Signature: Assistant Accountant		Amount Paid: \$	Date	

Assessment result – completed by Mayfield Education

Office Use Only					
Course Coordinator	Number of Units granted Credit Exemption as detailed in Section C.				
	Full Course Hours		Training Plan Updated	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Comment				
	Signature		Date		
Student Services	Refund: <input type="checkbox"/> Fee Reduction: <input type="checkbox"/>				
	Cost of Granted Credit Transfer Units	Hourly Rate	\$	Granted C/T units nominal hours (Ref to Section C)	
		Total Refund / Reduction: \$.....			
Director Education	Comment				
	Signature		Date		
Assistant Accountant	Refund Cheque No. If applicable		Credit Note No. If applicable		
	Signature		Date		
Administration	Letter Sent	Yes <input type="checkbox"/> No <input type="checkbox"/>		Copy to compliance officer	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Signature		Date		

Original CT form & a copy of the letter kept in student file with evidence attached