



# Credit Transfer Application Form

**Credit transfer (CT)** applies when a student has completed units at another Registered Training Organisation (RTO) or TAFE-identified equivalence in content and learning outcomes between matched qualifications to those they enrolled in with Mayfield Education. When an application for National Recognition is granted a CT result is recorded in the Mayfield Education’s Student Management System.

**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** is complete Sections A to F 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 tuition fee (wherever applicable) 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 your application has been processed.

### A. Personal Detail

Surname: .....

Given Name: .....

Address: .....

..... Postcode: .....

Telephone: Work:..... Home: ..... Mobile: .....

### B. Course Information

Name of course: .....

Course Commencement Date: .....

### C. Student Consent

Enter your Unique Student Identifier (USI).....

By ticking the box below, I provide consent for Mayfield Education staff to access my previous qualifications by accessing my unique student identifier (USI).

### D. Credit Transfer Information

In the left 2 columns, 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 an exemption for		Office use only Course Coordinator		
Unit Code	Unit Title	Unit Nominal Hours	Granted Y / N	Comment



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Office use only - Completed by Course Coordinator	
Number of Units granted Credit Exemption <input type="text"/>	Total Nominal Hours of granted Credit Transfer <input type="text"/>
Full Course Hours (Tick the box) <input type="text"/>	Training Plan & aXcelerate notes updated (Tick the box) <input type="text"/>
Course Coordinator Signature:	Date:

### E. 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.

### F. Payment of \$150 fee

#### Electronic Funds Transfer (EFT)

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

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only	
<b>Assistant Accountant:</b>	
1. Receive a \$150.00 Credit Transfer amount in the Mayfield Operations Bank Account. Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Process the Credit Transfer Application fee and generate an invoice. Yes <input type="checkbox"/> No <input type="checkbox"/> 3. Apply credit transfer units to adjust course fees invoiced to the student according to unit enrolment forms. Yes <input type="checkbox"/> No <input type="checkbox"/> 4. Receive \$250 in the Mayfield Operations Bank Account initial deposit and apply the payment to an invoice. Yes <input type="checkbox"/> No <input type="checkbox"/> 5. Adjustment of Payment Plan accordingly. Yes <input type="checkbox"/> No <input type="checkbox"/> 6. Advise Student Services to adjust the letter of offer accordingly. Yes <input type="checkbox"/> No <input type="checkbox"/> 7. Submit and email a final adjusted invoice to the Student. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assistant Accountant Signature:..... Date:.....	
<b>Senior Quality Assurance Coordinator:</b>	
Credit Transfer approved Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, Credit transfer updated on aXcelerate Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Signature..... Date.....	
<b>Administration Assistant</b>	
Letter Sent to the student 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.