



## COURSE CREDIT APPLICATION FORM (HIGHER EDUCATION)

### PART 1- APPLICANT

TO BE READ IN CONJUNCTION WITH the Kent Institute Australia (Kent) Course Credit and Articulation Policy and Procedures  
([Documents](#)> Public Policies and Forms > > POLICY– Course Credit and Articulation Policy & Procedures)

1. Applicant Details					
					<b>Kent Student ID #:</b> (if known)
<b>Title:</b>	<b>Mr.</b>	<b>Ms.</b>	<b>Mrs.</b>	<b>Miss</b>	<b>Other:</b>
<b>Family Name:</b>					
<b>Given Names:</b>					
<b>Contact Details:</b>	<b>(Mobile):</b>		<b>E-mail:</b>		
<b>1. Course:</b>	Bachelor of Business (Tick One Specialisation below)				
<b>Applicable Specialisation:</b>	Management	Marketing	Accounting	Information Systems	
	Management/Information Systems		Marketing Information Systems		
	Marketing/Management				
<b>2. Course</b>	Bachelor of Accounting				
<b>3. Course</b>	Bachelor of Information Technology				

### 2. Details of Experience

**On what basis are you applying for course credit?** (Please Tick One Box Below)

#### Formal study

If so, please attach certified, translated and verified copies of the following documents:

- Transcript of results
- Certificates
- Course outlines
- Course outcomes
- Subject outlines
- Course descriptions

50% of the course is the maximum that can be credited for previous studies.

**Note:** If an applicant is applying for credit based on **both** Formal Study and Work experience **50% of the course** is the maximum that can be credited in total.

#### Work experience

If so, please attach certified and verified copies of all the following documents relevant to your application:

- Current resume
- Job description(s)
- Reference letters including email addresses and phone Numbers (minimum 3 years experience)
- Performance review documentation from roles held
- Relevant evidence that relates to the particular unit

25% of the course is the maximum that can be credited for work experience.

### 3. Declaration

**(Please Tick Boxes Below to confirm read)**

I have read the Kent Course Credit and Articulation Policy and Procedures.

I understand that after this Course Credit Application has been assessed by Kent staff I will be required to formally accept the credits offered to me before these credits will be processed on my student record.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SUBMIT FORM with accompanying documents via E-mail To:** [admissions@kent.edu.au](mailto:admissions@kent.edu.au) or in person at Reception Desk – Level 11, 10 Barrack Street, Sydney OR Reception Desk – Level 10 350 Queen Street, Melbourne.

**KENT STAFF- For assessment refer to Course Credit Application Form HEd Part 2- Staff**