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

1. Applicant Details

	Kent Student ID #: **(if known)**	
Title:	Mr. Ms. Mrs. Miss Other:	
Family Name:		
Given Names:		
Contact Details:	**(Mobile):** **E-mail:**	

1. Course:	Bachelor of Business (*Tick One Specialisation below*)
	  Management Marketing Accounting Information Systems
	  Marketing/Management	

2. Course	Bachelor of Accounting	
3. Course	Bachelor of Information Technology (*Tick One Specialisation below*) No Specialisation Cyber Security	

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.

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.

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.

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 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