

CREDIT TRANSFER FORM



SYDNEY
BUSINESS
INSTITUTE

STUDENT TO COMPLETE

FIRST NAME	
LAST NAME	
COURSE	
DATE	

As a student of Sydney Business Institute Pty Limited, I wish to apply for a Credit Transfer for the following unit/s. Please find attached a certified copy of my transcript with the relevant unit/s highlighted

UOC Code	UOC Title

ASSESSOR TO COMPLETE (tick appropriate box below)

- ☐ Transcript has been checked and student is eligible for "Credit Transfer" of all units listed above
- ☐ Transcript has been checked and student is eligible for Credit Transfer of SOME of the units and the explanation is below
- ☐ Transcript has been check and the student is NOT eligible for Credit Transfer. An explanation of the reason why is below.

If student is NOT eligible for a unit or units to be recognised for a Credit Transfer, please write your reasons why below:

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CHECKLIST

DATE:

- ☐ Eligible units have been entered into the data base as RCC
- ☐ Student has been notified in writing as to the outcome of Credit Transfer
- ☐ Trainer has been notified in writing that student has received a Credit for eligible units

Signed:

Date