



Credit Transfer Application Form

Note to Students

Successfully completed units of competency in prior studies should correspond to Australian College for Excellence (ACE's) Course Structure. Certified copies of the original Academic Transcripts/Statement of Attainment are required. Please submit this form to admin@acemelbourne.edu.au

Personal Details

| | | | |
|---------------|--|------------|-------|
| Given Name | | Surname | |
| Date of Birth | | Student ID | |
| Address | | | |
| State | | Postcode | |
| Home Phone | | Mobile | Email |

Course Enrolling / Enrolled at Australian College for Excellence (ACE)

| | | | |
|--|--|----------------------------------|-------|
| Course Code | | Course Title | |
| Course Start Date | | No. of Units for Credit Transfer | _____ |
| Certified Copies of the Academic Transcripts Attached <input type="checkbox"/> Certified Copies of the Statement of Attainment <input type="checkbox"/> | | | |
| Student Signature | | Date | |

Office Use Only

| | | | |
|--|--|--------------|--|
| Date Received | | Received By | |
| Certified Copies Verified | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Refund Eligible | <input type="checkbox"/> Yes (if Yes, please check for refund application form) <input type="checkbox"/> No | | |
| Date Processed | | Processed By | |
| No. of Units Exempted: _____ Total Fees after Exemption: \$_____ | | | |
| Processing Officer Signature _____ | | | |