



Bayside International College

**Australian English Colleges Pty Ltd**  
**(trading as Bayside International College)**

ABN 72 606 814 019

RTO Code: 45215 | CRICOS Provider Code: 03630A

Mascot Campus: G03, 247 King St., Mascot Sydney NSW 2020

Bondi Campus: Level 1, 133 Oxford Street, Bondi Junction, NSW 2022

Darwin Campus: 19 Kitchener Drive, Darwin City, NT 0800

T: +61 2 9667 1458 E: [info@bic.edu.au](mailto:info@bic.edu.au) W: [www.bic.edu.au](http://www.bic.edu.au)

## Credit Transfer Application Form

**Student to complete the following sections:**

<b>Student ID</b>	
<b>Student Name</b>	
<b>Current Address</b>	
<b>Current Course</b>	

**Credit Transfer Details:**

Applicable Course of Study (Code and Course Name)				
Applying for	<input type="checkbox"/>	Full Credits/Course	<input type="checkbox"/>	Partial Credits/Units
<b>Units of Competency – List Unit Code and Name for EACH unit Being Applied for</b>  <i>Add additional page/list as an attached if needed</i>				



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**Have you provided all relevant evidence/documents for the Credit Transfer for each unit of competency? Tick all applicable.**

	Original or Certified Academic Transcript/Statements of Result	Comment/Note
	Original or Certified Testamur/Award/Copies of Qualification	Comment/Note
	Course Completion Letter	Comment/Note
	USI Transcript	Comment/Note

<b>Student Signature</b>		<b>Date:</b>	
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**ADMIN use only**

<b>Application is</b>	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined
<b>Credit Transfer approved</b>	<input type="checkbox"/> Yes (Refer to <b>Credit Transfer Evidence Record Form</b> ) <input type="checkbox"/> No
<b>Comments, if any</b>	
<b>Approved by</b>	<div style="display: flex; justify-content: space-between;"> <span style="width: 70%;"></span> <span>Date:</span> </div>

**Note:** There is no fee for credit transfer application or credit transfers. You will be notified in writing of the outcome of your application.

Where credits have been granted, the credits will reduce your current course duration and the course tuition fees in accordance with BIC's Fee Policy. Any change in the course duration will be amended in your Confirmation of Enrolment (CoE). You will be provided with a copy of your amended CoE. For more information, refer to BIC's RPL and Credit Transfer Policy and Procedure or contact student services.