

## Course Credit Application Form

Course/Module/Unit of Competency Code:	
Course/Module/Unit of Competency Name:	

### Step 1: Personal Details

Last Name:			
Given Name:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth:
Address:			
Postcode:		Mobile No.:	
USI:		Group:	
Email:			

Have you provided an **Original Academic Transcript or Statement of Attainment** from your previous institution? (Please tick):  Yes  No

(Please Note: If **No**, then Kensington Institute of Australia will be unable to process your application)

### Step 2: Process

- Bring in your Original Academic Transcript/Certificate indicating all the units you have deemed competency at your previous educational institute. Kensington Institute of Australia (KIA or the institute) will make a copy and return the original documents to you.
- Go through the units below listed for the course and put your initial to ALL the units for which you are applying Course Credit for. Make sure that unit codes and names are identical to those on your academic transcript. Please contact the Institute, if you are unsure of any step.
- Please complete this form with certified copy of your Academic Transcript/Certificate and submit to Reception at Level 1, 20 Otter Street, Collingwood, VIC .If required Institute can charge for course Enrolment Letter and payment.
- Once your application has been processed, KIA will contact you to come to the office and *Processing time is 10 working days from the date of receipt.*

### Student Declaration

I declare that information provided on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including transcripts, might invalidate my application and that the institute may withdraw an offer of a place or cancel my enrolment in consequence.

Signature:		Date:	
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