

COURSE CREDIT FORM

Personal Details	Student Name:
	Student ID:
Home Address	
	Suburb: Postcode:
Contact Details	Mobile:
	Home Phone:
	Email:
Course(s) Enrolled	
Intake(s) Date(s)	

Previous Institute Details	
Institution Name	
RTO'S Number	
Course(s) Name	
Date Completed	

List Course successfully Completed		List Corresponding Insight Academy course		Office Use only
Unit Code	Unit Name	Unit Code	Unit Name	Approved (A) or Not Approved (NA)

Declaration

Please ensure the following documents are attached to this form:

- A certified copy of your Statement of Attainment, Testamur, Academic Transcript showing the institution name, completion date, unit code/s, unit title/s and results or Original copy can be certified by Insight Academy staff.
- Where documentation is issued in another name (e.g. maiden name), you must provide a certified copy of change of name documentation (e.g. Certificate of Marriage).
- Should evidence provided be in a language other than English, a translation by an accredited translator must be provided.

Student signature:		Date:
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Office use only			
Received By:		Date:	

Feedback to applicant / Modules Outcome:

Decision Outcome	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Student notified	<input type="checkbox"/> Email <input type="checkbox"/> Letter

PRISMS:

Assessor use only			
Assessor Signature		Date:	