



Educating for Excellence

Credit Transfer Application Form

Student Information

- Students must apply for credit transfer for units of competency or qualification which are included in Australian Ideal College (AIC) scope of registration prior to commencement of the course.
- A non-refundable credit transfer application fee of \$250 must be paid to AIC's nominated account:
 - Account Name: Australian Ideal College Pty Ltd
 - BSB No: 062-099
 - Account No: 1063-7411
 - Reference: Your student ID
- Students who apply for credit transfer after commencing a training program will be charged a CoE revision fee of \$100 in addition to the non-refundable application fee.
- Credit transfer may only be awarded for whole units of competence.
- Credit transfer will only be granted for a maximum of 50% of the course program.
- To apply for credit transfer, the student must complete and submit the following documentation to AIC:
 - Credit Transfer Application Form (this form)
 - Certified copy of the qualification or Statement of Attainment, Statement of Results and USI transcript where available

Section 1: Student Details

Family Name		Date of Birth	
Given Names		Country of Birth	
Student ID		Mobile Number	
Email			
Address			

Section 2: Units Requested for Credit Transfer

Please list the units and evidence provided:

Name of RTO	Unit Code	Unit Title	Equivalent AIC Unit	Evidence Attached (Yes/No)

Section 3: USI Transcript Access

Do you give permission to Australian Ideal College to access your details via VET transcript via USI Registry: https://www.usi.gov.au/help/login-to-usi-registry	☐ Yes ☐ No
USI code:	

Section 4: Student Declaration

Sydney ● Adelaide ● Hobart

Australian Ideal College Pty Ltd | RTO 91679 | CRICOS Provider Code 03053G

Level 7 & 8, 75 King Street, Sydney NSW 2000 Australia | (+61 2) 9262 2968 | info@aic.edu.au | www.aic.edu.au



I declare that the information provided is true and correct. I understand that credit transfer will only be granted based on valid documentation which will be verified by AIC.

Signature		Date	
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Section 5: Office Use Only

Instructions:

Please use the Staff Instruction Sheet: Verifying the Authenticity of Credit Transfer Evidence

Document provided by applicant	Yes/No	Comment
Certified copy of Cert/SoA		
Verified with issuing RTO or USI		
Equivalent unit(s) Please Note: credit can be provided for a superseded equivalent unit		

Received By	
Date Received	
Fee(s) paid	
Verification Method	
Decision	☐ Approved ☐ Not Approved
Unit(s) Approved	
Notification Sent	☐ Yes ☐ No

By signing this form, I certify that the information provided is true and correct.

Signed:		Date:	
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Version	Date Created	Next Review	Responsible Officer	Endorsed By
1.0	05/08/2009		DOS	General Manager
2.0	18/04/2014		DOS	General Manager
3.0	01/09/2019		DOS	General Manager
4.0	17/10/2025	17/10/2026	Director of Vet and Compliance	General Manager
4.1	23/10/2025	17/10/2026	Director of Vet and Compliance	General Manager

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