



### Credit Transfer (CT)/ Recognition of Prior Learning (RPL)

#### Application for Exemption

FMEDGE Student Identification number

1. Complete this form at the time of Enrolment.
2. The Application for Exemption process can take up to 4 weeks.
3. Late Applications may be rejected.
4. Please refer to the next page of this form for instructions for completing.
5. If applying for CT/ RPLs from more than one course, complete a separate CT/RPL form for each course

Surname or Family Name

Given Name(s)

Address (Number and Street)

Suburb or Town

Postcode

Contact Telephone Number

Date of Birth

Email Address

Course title for which the exemption is sought (course enrolling in)

Course Code

Enrolment Year

Course title for which the exemption is being claimed (previous study)

Status

Completed

Not Completed

Final Year of Study

Name of Issuing institute/ provider (of previous study)

State (If in Australia)

Country

Credit/ Study type:  Higher Education  Tafe  Overseas  Work experience  Other



Focused Management Education Developing Global Enterprise

Insert Units of Competency/ Study upon which the application for exemption is based (previous study)	Units of Competency/ Study for which the Exemption is sought								Tick appropriate column		Assessor's Signature		Date		
									CT	RPL	Granted	Rejected			
	FMEDGE Code	FMEDGE Title													

I hereby declare that the information entered on this form and any attachment is true and correct.

Student Signature Date

\_\_\_\_\_

Approved by FMEDGE Manager– Print Name

Signature Date

\_\_\_\_\_



## Instructions for Completing Credit Transfer/ RPL form

### Students

1. Application for exemption must be commenced at enrolment
2. Please email [support@fmedge.com.au](mailto:support@fmedge.com.au) should you require any assistance.
3. Completed application must be submitted with the enrolment form.
4. Assessment may take up to 4 weeks to be processed.
5. All documentation must be provided and must be certified by a relevant authority.

### Credit Transfer

1. Complete this form when applying for Credit Transfer (CT). Submit both copies with your enrolment form.
2. Attach verified documentary evidence of units of competency/ study passed or originals for verification.
3. Evidence of qualifications must be certified. Please follow the link to see who can do this in your area - <http://www.immi.gov.au/faqs/Pages/who-can-certify-a-copy-of-a-document.aspx>

### Recognition of Prior Learning (RPL)

1. Complete this form when applying for RPL. Once this form has been completed and submitted the key for the RPL document will be forwarded to you.
2. Once you receive the RPL document, complete the relevant sections and return to [enrolment@fmedge.com.au](mailto:enrolment@fmedge.com.au) along with all the evidence required for the evaluation.

### Notification

Student administration will notify you of the outcome of your application, when it has been processed.

### Appeals

If a student is dissatisfied with the level of exemption obtained for the RPL they can appeal, directly to the Chief Executive office via email [john@fmedge.com.au](mailto:john@fmedge.com.au)

FMEDGE will review the decision and the student will be notified within 7 days. The decision of the Chief Executive officer is final.