

### 1 PURPOSE

The Course Credit Policy details the circumstances under which Credit Transfers (CT) will be granted to students who enrol with Axial International College, and the enrolling student provides an original or certified copy of a valid Certificate or Statement of Attainment. The policy also includes the steps to be taken if the granting of course credits leads to a shortening of the student's course.

### 2 POLICY

Students can apply for credit transfer during the application process. Applications for Credit Transfers must be completed and submitted prior to the issue of the Letter of Offer and Confirmation of Enrolment. Axial International College will provide the student with a written record of any course credit transfer granted.

If student results from previous training and studies match the units outlined in the training schedule, then a direct credit can be made.

Students will be required to sign or otherwise accept this course credit notice. If credits are granted which lead to a shortening of the course duration, Axial International College will indicate the actual net course duration on the Confirmation of Enrolment and Letter of Offer. If credits are granted after the student visa has been issued, Axial International College is required to report the change in duration via PRISMS under section 19 of the ESOS Act.

### 3 PROCEDURE TO APPLY FOR CREDIT TRANSFER

Students who wish to apply for a Credit Transfer must:

- Complete the Credit Transfer Application form;
- Axial International College Administration Staff will log the receipt of the application in the VETtrak student management system;
- Staff will assess the students application and forward to the Administration Manager for approval prior to granting any Credit Transfers;
- Axial International College Administration Manager will assess the application and advise on the outcome and any change to the course duration;
- Axial International College Administration will advise the student via the Credit Transfer Outcome Letter of the decision and any change to the course duration;
- The final decision will be logged in the VETtrak student management system and copies of all documentation will be stored in the student file.