



Application for Credit Transfer

(PLEASE ENSURE THAT YOU ATTACH CERTIFIED COPIES OF ALL DOCUMENTARY EVIDENCE SUCH AS PREVIOUS QUALIFICATIONS STUDIED, STATEMENTS OF ATTAINMENT, RECORD OF RESULTS WITH THIS APPLICATION FORM).

Personal Details

Student ID:	<input type="text"/>	Family name:	<input type="text"/>
Title:	<input type="text"/>	Given name/s:	<input type="text"/>
Birth date:	<input type="text"/>	Gender:	<input type="text"/>
Address:	<input type="text"/>		
Mobile	<input type="text"/>	Email:	<input type="text"/>

Previous Studies

If you have previously undertaken any qualifications, please state below, as you may be eligible for credit.

Course code/name:	<input type="text"/>		
Name of Institution:	<input type="text"/>	Year completed:	<input type="text"/>

Qualification for which you are applying for credits into?

Course code/name:	<input type="text"/>
Course start date:	<input type="text"/>

Student's Declaration

I declare that I have submitted the necessary original documentary evidence or verified copy certified by a Justice of Peace in support of my claim and give permission to SBTA to have my documents verified by the issuing Registered Training Organisation. I hereby certify that the information provided in this application is true and correct.

Signature of Applicant: Date:

Please deposit payment into the account listed below. Fees for credit transfer applications are payable as follows:

- Current SBTA qualification - \$100
- Superseded SBTA qualification - \$200
- Non-SBTA qualification - \$300

Bank name:	Westpac Banking Corporation
Account name:	The Lan-Grove Office Training Centre Pty Ltd
BSB Number:	032007
Account Number:	563793

Payment has been deposited: Yes No

OFFICE USE ONLY	
Fees Checked:	Yes <input type="checkbox"/> No <input type="checkbox"/> By: <input type="text"/>
Amount Paid:	\$ <input type="text"/>
Receipt No:	<input type="text"/>
Student's File Updated:	Yes <input type="checkbox"/> No <input type="checkbox"/> By: <input type="text"/>
ACAS Updated:	Yes <input type="checkbox"/> No <input type="checkbox"/> By: <input type="text"/>
Prisms Updated (if applicable):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tracking ID:	<input type="text"/>
Marketing Staff:	<input type="text"/>