USQ UNIVERSITY OF SOUTHERN QUEENSLAND
fulfilling lives

Student Support & Retention
University of Southern Queensland
Toowoomba Qld 4350

CRICOS QLD 00244B NSW 02225M

ENQUIRIES:
*Prospective Students:* Phone: 1800 640 678 Email: study@usq.edu.au
*Current Students:* Phone: 1800 007 252 Email: usqsupport@usq.edu.au

# APPLICATION FOR EXEMPTION/TRANSFER CREDIT

*(This form is to be used to claim exemptions and/or transfer of result with grades for courses studied.)*

Student No.

Day Telephone Number ( )

Mobile Number

Email Address

Surname/Family Name

First Name

**The Faculty must ensure academic details are completed and correct before forwarding to Student Support & Retention. Forms are unable to be processed unless all sections are completed.**

Citizenship Status *(please tick)* AUS ☐ NZ ☐ PR ☐

Academic Career: *UGRD* ☐ *PGRD* ☐ *RSCH* ☐ *(please tick)*

Program Name (e.g. Bachelor of Business)

USQ Major (e.g. Marketing) (e.g. BBUS)

| COMPLETED SUBJECTS | | | | | USQ EXEMPTION/S REQUESTED (Completion of this section will assist in the assessment of your claim) | |
|---|---|---|---|---|---|---|
| Institution Name e.g. QUT, UQ | Program Name e.g. BBUS | Subject Code No. and Name | Year Subject Completed | Grade | Course | Course Name |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

I have read "Important Notes for Applicants" on the reverse of this form and have attached all necessary supporting documentation, certified results and have clearly completed all sections. APPROVAL/S BY AUTHORISED FACULTY OFFICER/S

Signature: Date: / /

## OFFICE USE ONLY

**(Applicants DO NOT complete this section)**

| Course Approved | Transfer from USQ Program Code | Course Not Approved | Reason Code (See over for list of reasons) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

AUTHORISATION

Signature: Date / /

Signature: Date / /

Page: of:

# IMPORTANT NOTES FOR APPLICANTS

1 Details of completed studies MUST be supported by certified documentary evidence (i.e. signed by a responsible person such as a Justice of the Peace, Commissioner for Declarations, solicitor or barrister, police officer, teacher, member of permanent academic staff of a tertiary institution, a member of staff of USQ Student Administration or a USQ agency staff member etc.).

Documentary evidence is not required for study undertaken previously at USQ, UCSQ or DDIAE.

**Documentary evidence already submitted to QTAC is not forwarded to USQ.**

Duplicate certified documentary evidence must be attached to this form.

2 A copy of the Handbook entry (content and contact hours or equivalent) for each subject used as a basis for claiming exemptions is required. This is not required for units previously studied a USQ,UCSQ or DDIAE.

3 Any subsequent appeals must be in writing to the Faculty Appeals Committee of the relevant faculty.

4 Please refer to **http://policy.usq.edu.au/portal/custom/home.html** for detailed information on Course Exemptions and Course Transfers Policy and Regulations.

5. If you are an International student studying on a student visa in Australia, the granting of exemptions may affect the time you have to complete your program of study and your Confirmation of Enrolment will be updated accordingly.

## NOTIFICATION

**To view the outcome of your application, please use your username and password to access the information by clicking on USQConnect and following the steps outlined below:**

**Log onto UConnect > Udo > Student Centre**
**Under other options click on the drop down arrow and select "Transfer Credit report"**

## CHECKLIST

- ☐ 1. Have you submitted your verified academic transcript and course outlines from your previous tertiary institution?
- ☐ 2. Have you submitted your Work Experience documentation?
- ☐ 3. Have you signed and dated the declaration on the front of this form?

## PERSONAL INFORMATION

USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, and associated USQ services. The information may be made available to Commonwealth and state agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and Nation Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ a approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

USQ GRAPHICS (12-1445)

## OFFICE USE ONLY

REJECT REASON CODE

The exemption HAS NOT been approved in whole or part because:

80 There is inadequate breadth and/or depth of content covered in the completed subject to allow the exemption.

81 A verified transcript of subjects and results was not included. Applicant should reapply providing certified Transcripts.

82 A copy of the Handbook entry (include content and contact hours or equivalent) for each subject used as a basis for claiming exemptions is required. The applicant should reapply providing full documentation.

83 The qualification was obtained beyond the maximum number of years allowed.

84 The qualification was obtained from an Institution not recognised by the Australian Qualifications Framework (AQF) nor adjudged as equivalent.

85 The student has already been granted the maximum number of exemptions on the basis of previous study.

86 A copy of the full Course Specification (include a list of weekly topics, textbooks and contact hours or equivalent) for each subject used as a basis for claiming exemptions is also required. The applicant should reapply providing full documentation.

87 A copy of the full Course Specification (include a list of weekly topics, textbooks and contact hours or equivalent) for each subject used as a basis for claiming exemptions is required. The applicant should reapply providing full documentation.

89 Other reason (in sentence form) because _____