



Student Support & Retention
 University of Southern
 Queensland
 Toowoomba QLD 4350

CRICOS QLD 00244B NSW 02225M

ENQUIRIES	
Future Students: Phone: 1800 640 678 Email: study@usq.edu.au	Current Students: Phone: 1800 007 252 Email: usq.support@usq.edu.au

APPLICATION FOR CREDIT/EXEMPTION

Surname/Family Name Student No
 First Name

Telephone
 Mobile
 Email Address

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.

Academic Career *UGRD* *PGRD* *RSCH* Program Name USQ Major
 (please tick) (e.g. Bachelor of Business) (e.g. Marketing) (e.g. BBUS)

Citizenship Status AUS NZ PR
 Eligible to Graduate Semester

COMPLETED COURSES					USQ CREDIT/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	Course Code No. and Name	Year Course Completed	Grade	Course	Course Name

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)

I have read the "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:

AUTHORISATION

Signature: Date: / /

Signature: Date: / /

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IMPORTANT NOTES FOR APPLICANTS

1. This form is to be used to claim credits and/or exemptions for prior study and vocational and/or professional training experience.
2. 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 Support and Retention or a USQ agency staff member etc.).
3. Documentary evidence is not required for study undertaken previously at USQ, UCSQ or DDIAE.
4. Documentary evidence already submitted to QTAC is not forwarded to USQ
5. Duplicate certified documentary evidence must be attached to this form.
6. A copy of the Handbook entry (content and contact hours or equivalent) for each subject used as a basis for claiming credit/exemptions is required. This is not required for units previously studied at USQ, UCSQ or DDIAE.
7. If you are an international student visa holder studying in Australia, the granting of credit or exemptions may affect the time you have to complete your program of study and your Confirmation of Enrolment (CoE) will be updated accordingly.
8. The University may only rescind previously approved credit and/or exemptions in accordance with the [Credit and Exemption Procedure](#).

NOTIFICATION

To view the outcome of your application, please use your username and password to access the information by clicking on UConnect 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 institutions?
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, handles, uses, discloses and stores information about you and the choices available to you for provision of products and services selected by you throughout your learning journey. Not all of the information is personal information under the Privacy Act 2009 (Qld). To comply with legal and administrative obligations information is disclosed to Commonwealth and State agencies. Personal information will not be disclosed to third parties other than a USQ approved educational services agent, partner or organisation who provides sponsorship to you for your studies, without your consent unless required or permitted by a law. Where we disclose to a third party we endeavor to ensure they are bound by the same requirements as USQ with respect to personal information. Transfer of personal information outside Australia may occur. You have the right to access your personal information and if you wish to inquire about the handling or seek access to your personal information you can contact the USQ Privacy Officer (privacy@usq.edu.au).

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 credit and/or 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 the Australian Qualifications Framework (AQF) nor adjudged as equivalent.
 85. The student has already been granted the maximum number of credits and/or exemptions on the basis of the previous study.
 86. A copy of the full Course Specification(s) (include a list of weekly topics, textbooks and contact hours or equivalent) for each course used as a basis for claiming credit and/or exemptions is also required. The applicant should reapply providing full documentation.
 87. Other reason (in sentence form) because _____
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