

## Credit Application – Formal Credit

Please complete this form if you are a current Bond University student and applying for credit or exemptions towards your Bond University degree program for prior formal learning (previous studies).

Bond University allows for the granting of credit for previous post-secondary study. If you wish to apply for credit towards your program, you should complete and return this form with the required documentation to [creditassessment@bond.edu.au](mailto:creditassessment@bond.edu.au).

For additional information visit Bond [Applying for Credit](#) webpage, [Credit Policy](#) and [Credit Procedure](#).

### Applicant's details

**Bond Student ID number:**

**Date of Birth:**

**Family name:**

**Given name:**

**Other name:**

**Bond email address:**

**Current Bond program of study:**

### Program information of previous study

| Name of institution | Country | Program Name | Was the program completed? | Year of last study | INTERNAL USE<br>AQF Level |
|---------------------|---------|--------------|----------------------------|--------------------|---------------------------|
|                     |         |              |                            |                    |                           |
|                     |         |              |                            |                    |                           |

Note - as per the Credit Procedure in most instances only study completed within the last 10 years prior to commencement of study will be considered.



| Subject code | Subject name | Credit Points | Subject Code | Subject name and/or number of Electives | Credit Points | INTERNAL USE Approval |
|--------------|--------------|---------------|--------------|---|---------------|-----------------------|
|              |              |               |              |   |               |                       |
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|              |              |               |              |   |               |                       |

## Submission checklist

- Complete this form
- Attach academic transcripts
- Attach subject learning outcomes and assessment methods. For Law Subjects completed elsewhere, subject outlines must include a detailed week-by-week topic breakdown.
- Sign and date the declaration

## Declaration

I declare the information submitted is correct and complete. I understand the University reserves the right to vary or reverse any decision made based on incorrect or incomplete information.

**Student signature**

**Date**

The personal information you provide on this form is protected by the Privacy Act. You should be aware you are providing this information of your own free will. The personal information you provide will not be made available to any person or organisation outside the University or for any other purpose without your consent.

## Application information

### Documents Required

The documentation required to assess an application for credit, is as follows:

1. Completed Credit Application Form
2. Academic transcripts\* showing the number of credit points per subject
3. Contact hours per subject (e.g., 2 one-hour lectures, 2 one-hour tutorials 13 weeks)
4. For each subject that you are seeking credit for:
  - a) Learning Outcomes (for the year the study was undertaken, where possible)
  - b) Assessment methods
  - c) Website URL where available

\* See certification requirements on the website, <https://bond.edu.au/entry-to-bond/how-to-apply/application-process/providing-documents>.

### Note:

Students who complete Nationally Recognised Training (NRT), such as National Training Packages and Accredited Courses, delivered by a Registered Training Organisation (RTO), do not need to submit any documentation other than the academic transcript, if the learning outcomes and assessment methods are published on the National Register.

### Application deadline

To ensure your credit application is assessed in time, please submit this form at least three weeks prior to semester commencement.

### Important information

Domestic students' request for credit will be applied to the student's program unless they decline the offered credit/exemption within ten business days.

International students must confirm the acceptance of the credit or exemption offer in writing. Accepted and currently enrolled international students must accept the offer of credit/exemption in writing within ten days. For international students, no response is taken as a decision to decline the offered credit/exemption.

International students please be aware that the CoE (Confirmation of Enrolment) that you were originally issued may be adjusted if the amount of credit impacts your study and student visa duration.

Subjects approved for credit will be recorded on the Bond University transcript and no grade will be recorded.

All correspondence will be to your Bond email address.