



CHIFLEY POSTGRADUATE PROGRAMS CREDIT APPLICATION FORM

Number of pages: 03

IMPORTANT—Please read the information on this form carefully before submitting your application. Incomplete applications will not be assessed.

Prospective and current students seeking credit must apply during enrolment periods (November–December for Study Period 1 and April–May for Study Period 2).

- > Credit is available for previous, relevant postgraduate study only.
- > Study must have been completed in the last ten years.
- > Applicants will need to provide a copy of the syllabus or subject outline of the subjects completed, a certified copy of results and a certified copy of the certificate.
- > Applications for credit from existing students will only be available for courses completed after initial enrolment in the program.
- > In order to graduate from any of the programs offered by Chifley Business School, you must complete at least 50% of the program by taking units offered by Chifley Business School.
- > Credit is not available for units that you have already enrolled in.
- > Unit 302—The Employer-based Unit is considered in the same category as a credit. Therefore, if you have been awarded Unit 302 it will be counted as a credit towards your award.

PERSONAL DETAILS

First Name						
Last Name						
Student Number (if current student)						
Address						
	Suburb					
	State			Postcode		
Phone (daytime)						
Mobile						
Email						

POSTGRADUATE QUALIFICATIONS

Qualification						
Name of institution						
Completed (please tick)		Yes			No	
Year completed						
Do you have an undergraduate degree?		Yes			No	

Note: Credit applications can only be considered for students/applicants who obtain automatic entry into the program. Students granted or applying for Special Entry to the program are not eligible for credit for previous study.

Please check you have all the following included with your application. Incomplete applications will not be assessed.

	Course structure
	Subject or unit syllabus
	Testamur (certified copy)
	Academic transcript / statement of results (certified copy)

DECLARATION

I have read the above rules and regulations regarding my application for credit and understand that I will be subject to these. I have also included all the materials requested above in my application and understand that incomplete applications will be returned to me unassessed. Please allow 3 weeks for processing of your application.

Signature

Date

SUBMISSION OF APPLICATION

Post Chifley Business School
Client Care
GPO Box 1272
Melbourne VIC 3001
AUSTRALIA

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Email mba@chifley.edu.au

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