

Hallmark Institute CREDIT TRANSFER APPLICATION FORM

Personal Details			
Student ID		Date of Application	
Given Name(s)		Surname	
Phone		Email	
Course Enrolled			

Credit Transfer Request (Student/applicant to complete)			
Unit Code	Unit Title	Evidence Supplied	CT Granted (Academic Coordinator to complete)

Student Declaration

- The information I have provided in this form is correct and complete. I understand that withholding relevant information relating to my application, including academic transcripts(s) may result in my Credit Transfer (CT) Application being rejected.
- I have attached to this application copies of my Qualification(s), Transcript(s) or Statement(s) of Attainment. I understand that Hallmark Institute will verify these certificates with the issuing RTO.
- I authorize Hallmark Institute to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from other educational institutions. I understand that Hallmark Institute is not responsible if an educational body or institution does not verify these records.

Signature		Date	
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Office Use Only

I confirm that the above application has been reviewed and outcomes indicated.

Reviewed by		Position	
Signature		Date	
Original Certificates/ Statement of Attainment(s) have been sighted?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copies of all claimed qualifications Certificates/ Statement of Attainment(s) have been attached to this application?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
“CT Granted” column above is completed by the Academic Coordinator?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Where CT is not granted, a written explanation has been provided?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Hallmark Institute

Suite 603, Level 6, 2 Meredith Street, Bankstown NSW 2200

Ph: +61 2 9066 6903 Email: admin@hallmarkinstitute.edu.au ABN: 53 661 584 541 RTO ID: TBA | CRICOS Code: TBA

Credit Transfer Application Form | v1.0 April 2022