BOND UNIVERSITY

Academic Credit Application

Please complete this form if you would like to apply for credit or exemptions towards your Bond University degree program on prior learning.

Bond University allows for the granting of academic credit for previous post-secondary study. If you wish to apply for academic credit towards your program, you should complete and return this form with the required documentation to sbc@bond.edu.au. For new students, you must apply for academic credit by the end of your first semester, as the amount of academic credit you are granted may affect which subjects you need to enrol in, or to meet prerequisite requirements. For the Credit Policy, please go to Policies & Forms (https://bond.edu.au/our-university/leadership-and-governance/policies-and-forms), under the Student Services & Administration drop down menu.

STUDENT DETAILS

Bond student ID number

Date of birth

Family name

Given name

Other name

Current email address

Proposed / current Bond University program of study
(e.g. Bachelor of Business)

PROGRAM INFORMATION OF PREVIOUS STUDY

Name of institution	Country	Program name	Was the program completed?	Year of last study

LIST THE SUBJECTS FOR WHICH YOU ARE SEEKING ACADEMIC CREDIT:

Previous Institution

Bond University

Subject code	Subject name	Bond subject	Bond subject name and/or number of Electives	Approved Y / N

DECLARATION

II declare the information submitted is correct and complete. I understand the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information. I hereby authorise the release of all records relevant to my enrolment at previous institutions, to Bond University, including my academic transcript and any other document requested that is relevant to my application.

Student's signature

Date

CHECK LIST

Have you submitted your academic transcript? ☐

Have you submitted your subject outlines? ☐

Have you Signed and dated declaration? ☐

If a domestic student, have you submitted
your Commonwealth Assistance Form? ☐

APPLICANT INFORMATION

Documents Required

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

1. Completed academic credit application form.
2. Certified copy of the transcript where the studies were taken, a grading scale and any other supporting documents that may be appropriate. For example, an explanation of the grading system used if this is not included on the transcript.
3. (a) A copy of all approved subject outlines for the year in which the subjects were successfully completed.
   (b) If subject outlines do not include the following information, it should be supplied separately:
      i. A detailed list of weekly topics covered in the subject;
      ii. The size and duration of the subject (e.g. three hours / week for 15 weeks);
      iii. The prescribed textbook and recommended readings;
      iv. the assessment requirements for the subject.
   If the subject outlines are in a different language to English than they must be translated by an official translator to verify authenticity. Both the translated copy and the foreign language copy are to be submitted with the application.
4. Commonwealth Assistance Notice. We also require a copy of your commonwealth assistance notice from your previous institution, before we can apply your credit in order to confirm the amount of HECS-HELP or FEE-HELP you may have previously consumed and whether you have reached your limit.

Please refer to the University website for more information on certified copies and/or authorised translations (bond.edu.au/entry-to-bond/how-to-apply/application-process/providing-documents).

Further Information

It will be at the discretion of the Executive Dean (or delegate) of the Faculty of enrolment to determine whether academic credit will be approved in recogniation of the subjects previous completed.

Advice in writing of the result of academic credit request will be forwarded via email. Applicants are required to confirm acceptance of the academic credit within five working days via return email.

International students please be aware that the CoE (Confirmation of Enrolment) that you were originally issued will be adjusted accordingly due to the amount of academic credit you are awarded.

Subjects approved for academic credit will be recorded as such on the Bond University transcript and no grade will be recorded. For the Academic Credit Procedure, please go to the Policies & Forms web page under Student Services & Administration drop down menu on the Procedures Tab.

OFFICE USE ONLY

Date sent to _____ **faculty** [____]   **Date returned from** _____ **faculty** [____]
insert faculty name   insert faculty name

Core Subjects (if applicable)

Date sent to Core Executive Officer [____]   Date returned from Core Executive Officer [____]

Number of Faculty/General electives approved [____]   Number of equivalent subjects approved [____]

Faculty approver's signature [____]   Name [____]

Date [____]

Notes [____]

Enrolments SBC:
Student advised of outcome, staff member signature [____] Name [____] Date [____]

Enrolments SBC:
Student confirmed advanced standing, staff member signature [____] Name [____] Date [____]

Enrolments SBC:
Entered onto study plan, staff member signature [____] Name [____] Date [____]

Enrolments SBC:
Precedent set in Student System, staff member signature [____] Name [____] Date [____]

If an international student, Compliance Officer SBC actioned record in PRISMs

Staff member signature [____] Name [____] Date [____]