

Credit Application Form (Non-Formal and Informal Credit)

Please complete this form if you are current Bond University student and are applying for credit or exemptions towards your Bond University degree program for prior informal learning (work experience) and non-formal learning (non-accredited courses and training).

Bond University allows for the granting of credit for informal and non-formal learning provided you can demonstrate valid alignment with the learning outcomes of the subject/s for which credit is sought. Depending on your program and experience there may be opportunities to award general elective credit. 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.

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

Student details

Bond Student ID number:

Date of Birth:

Family name:

Given name:

Other name:

Current email address:

Date:

Bond program of study:

Summary of key positions relevant to this application

Organisation	Position Title	Dates

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

Summary of non - formal learning (i.e. courses, training) relevant to this application

Organisation	Course/Training	Dates

List the subjects for which you are seeking credit:

Bond Subject Code	Bond Subject Name and/or number of Electives	INTERNAL USE: Approval

Subject Learning Outcomes Table

Using the Subject Learning Outcomes Table below, detail how you have specifically met the subject learning outcomes through your prior informal and or non-formal learning.

Add the subject outcomes that are listed on the Bond University course description page on the website to the table below, describe how you have met these outcomes and note which supporting evidence you have provided.

Complete one table per subject. Please note you do not need to complete a table if you are seeking elective credit only.

Bond Subject			
Code:		Name:	
#	Learning Outcome	Describe how you have met the learning outcome.	Reference supporting evidence including role and date range, time allocated annually to that function. e.g. Finance Officer of ABC company May 2021- May 2022, 5 hours per week
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Submission checklist

- Complete this form
- Attach detailed resume
- Attach references from direct supervisors (or from key clients).
- If applicable, attach certificates and statements of attainment from courses undertaken
- 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. Completed Subject Learning Outcomes Table (page six of this form) for each subject for which you are requesting credit outlining how your informal and non-formal learning has met each subject's individual learning outcomes
3. Supporting Evidence in pdf format

Mandatory

- Detailed Resume outlining employment history - positions, scope of roles and dates
- Relevant position descriptions including budgetary and supervisory responsibilities
- Reference from direct supervisor including confirmation of roles and detailing how the work undertaken aligns with the subjects learning outcomes (or confirmation that it has)
 - Where self-employed this can be from key clients

Where Required

- Certificates and statements of attainment from courses that have been sponsored by employers or professional bodies.
 - Include details of length of course and learning outcomes
- Evidence of other courses that have been completed (i.e. MOOC's, microcredentials)
 - Include details of length of course and learning outcomes

Desirable Supporting Documentation

- LinkedIn profile URL (if available)
- Examples of work undertaken (i.e. Reports, presentations)

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

It will be at the discretion of the Executive Dean (or delegate) of the Faculty of enrolment to determine whether credit will be approved in recognition of the informal or non-formal learning.

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.