



Building better futures since 1975

Return completed form to:

Level 1, 171 Elizabeth Street

Brisbane QLD 4000

Email: info@kellycolleges.com.au

Tel: 07 3210 2200 Fax: 07 3210 2247

CRICOS 02563D

## Course Credit Application

### Section 1 Documentary Evidence Required

- Copy of completed award for previous course e.g. Certificate III / Certificate IV  
This means that Official Academic Records and explanation of grades (do NOT send originals).
- Course outlines which include: level of study / topics covered, duration of the course, contact hours, methods of assessment, textbooks used.

Please Note: Do not attach originals as your documentation will not be returned to you. All copies must be certified by a university or college Registrar, a Commissioner for Declarations, or a person authorised to certify passport applications. Each copy submitted must bear an original signature with a certification that the document is a true copy of the original. Alternatively, you can bring originals plus photocopies to the relevant Student Administration Centre for certification by Student Administration staff.

### Section 2 Personal Details

Surname:

Give Name:

Mailing Address:

Telephone:

Email:

### Section 3 Kelly Colleges' Program Details

Kelly Colleges Program to which you are seeking credit

When is the starting date of this program?

### Section 4 Previous Studies

Previous Program

Name of Institution

Did you complete the program?

### Section 5 Student Declaration

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognize that it is my responsibility to provide all necessary documentary evidence of my qualifications. I have read and retained the attached information sheet.

Signature

Date

