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| **CREDIT FOR PRIOR LEARNING APPEAL FORM** | \\NEWSERVER\Data(D)\Office Files (Current) 2008\Letter and Form Templates\Logo\SITCM-LOGO-ENLARGE.png |

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| **Guidelines** |
| 1. An applicant not approved for credit transfer for unit(s) of study completed at another institution shall have the right of appeal.
2. An applicant who wishes to appeal the credit decision must submit an appeal using this form within 5 business days of the application being unsuccessful being emailed to the applicant.
3. An applicant must clearly outline the grounds for appeal.
4. An applicant may wish to submit additional supporting documentation. If additional supporting documentation is provided, **the table on page 3 must be completed**.
5. **This form must be typed and not handwritten.**
6. Appeals are assessed in accordance to SITCM’s *Credit for Prior Learning Policy and Procedure*, which is available on SITCM’s website: [www.sitcm.edu.au](http://www.sitcm.edu.au)
7. Complete all sections of the form and either lodge in person at SITCM Administration Office or email it to administration@sitcm.edu.au.
8. **Fees:** A credit transfer fee of $378.00 (domestic student) or $520.00 (international student) per unit applies to all approved applications. The fee must be paid within 20 business days of receiving notification of credit. If payment is not received, the Credit Transfer will lapse, and applicants will need to lodge a new application. In addition to the credit transfer fee, a fee of $200.00 per unit applies to all approved application.
9. **Notification:** Please allow 1-2 weeks for processing. Applicants will be notified of the outcome of their application via email within 10 business days.
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| **Applicant Information**  |
| Family Name: Click or tap here to enter text. | Given Name(s): Click or tap here to enter text. |
| Student ID: Click or tap here to enter text. | Are you on a Student Visa: [ ]  Yes [ ]  No |
| Postal Address: Click or tap here to enter text. |
| Tel (home): Click or tap here to enter text. | Tel (mobile): Click or tap here to enter text. |
| Email: Click or tap here to enter text. |

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| **Details of Appeal** |
| Please list the unit(s) of study for which you were not approved for credit transfer and are appealing.1. Click or tap here to enter text.
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| **Grounds for Appeal** |
| Are you submitting additional supporting documentation: [ ]  Yes [ ]  No**If Yes, you must complete the table on page 3.** |
| Please outline the grounds for your appeal.Click or tap here to enter text. |

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| **Previous Study** **This table must be completed if you wish to have additional supporting documentation considered in your appeal.** For each unit of study in SITCM’s Bachelor of Traditional Chinese Medicine (BTCM) that you are seeking credit for prior learning, complete the following table. You will need to demonstrate that your previous study is equivalent to SITCM’s BTCM on a unit-by-unit level. Information on SITCM’s unit contents can be accessed [here](https://www.sitcm.edu.au/he-courses/units/). |
| **Institution** | **SITCM** | Click or tap here to enter text. |
| **Course Name** | **Bachelor of Traditional Chinese Medicine** | Click or tap here to enter text. |
| **Unit of Study** | Click or tap here to enter text. | Click or tap here to enter text. | Year of Completion: 20XX |
| **Contact Hours** | Lecture | Click or tap here to enter text. | Click or tap here to enter text. |
| Tutorial | Click or tap here to enter text. | Click or tap here to enter text. |
| Clinical | Click or tap here to enter text. | Click or tap here to enter text. |
| **Total** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Unit Contents** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Learning Outcomes** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Unit Requirements** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Mapping Summary**Click or tap here to enter text. |

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| **Applicant Declaration** |
| * I have read and understood the guidelines and advice on this application form.
* I certify that all information, including supporting documentation, is correct.
* **Attention International Student Visa Holders:** If your application for credit for prior learning is successful it is almost certain that this will affect the duration of your eCOE. A revised eCOE will be emailed to you in this event.

***We cannot accept your application if you do not sign your form.*** |
| Applicant Signature: Click or tap here to enter text. | Date: Click or tap here to enter text. |

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| **Administrative Officer to Complete** |
| Administrative Officer Name: | Date received: |
| Application checked? | ⬜ Yes ⬜ No |
| Number of attachments: | Date sent out for assessment: |
| Sent to: Dean (or nominated staff) | Nominated staff: |
| Due back (10 working days): |
| Date received from Assessor: |
| Date sent results letter to student: |
| Student returned signed results letter? | ⬜ Yes ⬜ No |
| **International Student Visa Holders Only:** |
| New/amended eCOE required? | ⬜ Yes ⬜ No |
| Student advised of new course end date? | ⬜ Yes ⬜ No |
| Date logged: |

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| **Assessing Officer to Complete** |
| Date received: |
| **Similarity Assessment** |
| In your assessment, where relevant, you should refer to the contact hours, unit contents, learning outcomes and unit requirements. Please include any feedback to the applicant here. |
| **Decision** | [ ]  Confirm the Original Credit Decision [ ]  Unit of Study Approved for Credit Transfer |
| Assessing Officer Name:  |
| Signature: | Date of Assessment: |