



CREDIT FOR PRIOR LEARNING APPLICATION FORM

Sydney Institute of
Traditional Chinese Medicine

Guidelines

1. This form is to be used by prospective and current students when applying to have previous study from another institution counted towards the Bachelor of Traditional Chinese Medicine (BTCM).
2. **This form must be typed and not handwritten.**
3. All Applications for Credit for Prior Learning must include the following **supporting documentation**:
 - a. Certified copies of Academic Transcript(s)
 - b. Copies of Unit Outline(s)/Guide(s) of the unit(s) studied previously, which must include learning outcomes, course information, level of study, topics covered, duration of the course, contact hours, and methods and duration of assessment.

Without these, SITCM will be unable to assess the application.

4. Other supporting documentation may be requested. Applications for Credit for Prior Learning may be delayed, or credit denied if the supporting documentation is insufficient.
5. Applications for Credit for Prior Learning must be received **at least 3 weeks before the Census Date** of the unit for which credit is being sought. Applications received less than 3 weeks before the Census Date will be automatically rejected.
6. Applications for Credit for Prior Learning are assessed in accordance with SITCM's *Credit for Prior Learning Policy and Procedure*: <https://www.sitcm.edu.au/he-courses/he-policiesforms/>
7. Complete all sections of the application and either lodge in person at SITCM Administration Office or email it to administration@sitcm.edu.au.
8. **Fees:** The following fees apply where a condition is imposed on the granting of credit:

Class Fee	Calculated pro-rata based on the tuition fee for the relevant year and the number of classes set as a condition for approval
Clinic Fee	Calculated pro-rata based on the tuition fee for the relevant year and the number of clinical practice hours set as a condition for approval
Assessment Fee	\$100 per assessment set as a condition for approval

Fees must be paid within 20 business days of receiving notification of credit.

9. **Notification:** Please allow 2-3 weeks for processing. Applicants will be notified of the outcome of their application via email within 15 business days.

Applicant Information	Student ID:
Family Name:	Given Name(s):
Are you on a Student Visa: <input type="checkbox"/> Yes <input type="checkbox"/> No	Tel (mobile):
Postal Address:	
Email:	

Applicant Declaration	
<ul style="list-style-type: none"> • 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. <p><i>We cannot accept your application if you do not sign your form.</i></p>	
Applicant Signature:	Date:

Administrative Officer to Complete	
Administrative Officer Name:	Date received:
Application checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of attachments:	Date sent out for approval:
Sent to: Associate Dean (or nominated staff)	Nominated staff:
Due back (15 working days):	
Date sent results letter to student:	
Student returned signed results letter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
International Student Visa Holders Only:	
New/amended eCOE required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student advised of new course end date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date logged:	