Application for Credit Transfer

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| **Instructions:** | Please complete the form including the declaration on page 2, attach the **certified copies** of the qualification(s) / Statement(s) of Attainment being used to transfer credit and send back to AIM via email. Please note in order to meet currency requirements, the Statement of Attainment or Qualification must be no older than 2 years OR be listed as equivalent to the currently endorsed qualification or unit of competency as listed on Training.gov.au.  |
| **Please return to:** | Email: studentservices@aimqld.com.au | Phone: 1300 882 895 |

**Personal Details**

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| Title:       | First Name:       | Surname:       |
| Organisation :       | Gender: F [ ]  M [ ]  | Date of Birth:       |
| Department:       | Email:       |
| Position:       | Mobile:       |
| Postal Address:       | Phone:       |
| Suburb:       | State:       | Post Code:       |

**Indicate Units of Competency**

| **Unit Code***Example: BSBCMM401A* | **Unit Title***Example: Make a Presentation* | **Date Issued** | **Office use only** |
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|  |  |  | Date Granted |
| 1. |       |       |       |       |
| 2. |       |       |       |       |
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| [ ]  | I am currently enrolled with AIM in the following Qualification:      *I would like to have the above unit/s of competency Credited toward my Qualification (No additional payment required)* |
| [ ]  | I am seeking to enrol with AIM and wish to have the above unit/s of competency Credited towards the following Qualification:      *I understand there is an administrative charge for AIM to verify the authenticity of my qualifications / Statements of Attainment at a cost of $33.00 per unit of competency*  |

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| **Payment** If an administrative charge is payable, to protect your privacy and security, AIM will call you to process credit card or direct debit payments after receiving this application. **Terms & Conditions** In providing your email address, AIM has assumed inferred consent to contact you about its products and services via commercial electronic messaging. Privacy: We may use your Personal Information to tell you about our products and services and may disclose it to Approved Third Parties (see our Privacy Statement). If you would like further information on AIM's Privacy practices, or on how to access your Personal Information, view our Privacy Statement at www.aimqld.com.au or contact our Privacy Officer on 1300 882 895 or at privacy@aimqld.com.au. |

**Student Authorisation**

In checking the box below, I authorise AIM to contact the training institutions listed below in order to establish the authenticity of qualifications and Statements of Attainment issued under their authority.

| **Unit of Competency or Qualification Code***Example: BSB51413 (qualification)**BSBCMM401A(unit of competency)* | **Name of Issuing Authority***Example: ABC Training* | **Date Issued** |
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| 1. |       |       |       |
| 2. |       |       |       |
| 3. |       |       |       |
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| 5. |       |       |       |
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| [ ]  | I, First Name:       , Last Name:       , Date of Birth:       , Contact Number:       ,give permission for the Australian Institute of Management Education and Training to contact the institutions listed in the table above to verify the authenticity of the qualifications and Statements of Attainment issued.  |