

# Application for Credit Recognition

Complete this form if you want to cross credit results from other programmes, education providers, or for recognition of prior learning from practical experience.

**Return to:**

Reception at any Campus or **Email to:** [enrolments@weltec.ac.nz](mailto:enrolments@weltec.ac.nz) or

**Mail to:** Academic Records Administration Unit, Private Bag 39814, Lower Hutt 5045

 0800 935 832

 [www.weltec.ac.nz](http://www.weltec.ac.nz)

## GUIDELINES

- Students who have met the entry requirements and are enrolled in a programme of study at WelTec may apply for credits to be awarded as a result of an application for credit recognition.
- Approved credit recognition may be recorded as cross credits, credit transfer, exemption or recognition of prior learning, subject to programme regulations.
- You can submit an application for credit recognition at any time up to two (2) weeks before the start of the programme, or before the commencement of the trimester in which the award of credit would affect your study programme. You should not enrol in the course(s) that are subject to your credit recognition application.
- For international students, all applications for credit recognition must be received with the application to enrol, and no later than two weeks before the start of the programme. The award of credit must not result in a breach to your visa requirement to be engaged in full-time study.
- Credit recognition may not exceed two thirds of a programme, or as specified in the programme document.
- You may apply for credit recognition where you have evidence that is authentic, current, valid, and sufficient. The onus is on you to provide this evidence to support your application for credit recognition. Please ensure verified copies of documents supporting this application for credit recognition are attached.
- Evidence should relate to learning or credits achieved within the last five years and should be relevant to the learning outcomes of the programme or course(s).

## 1 PERSONAL INFORMATION

**Legal Family Name(s)**

**Legal Given Name(s)**

**Preferred Name**

**WelTec Student ID**

**NSN**

**Email**

**Home Phone or Mobile**

## 2 APPLICATION AND PAYMENT DETAILS

Please pay the Application Fee of \$50.00 at the time of submitting the application. This fee covers administration and the first hour of processing the application. A further fee of \$75.00 per additional hour may be charged. We will ask for your consent before work incurring this charge occurs.

<b>At any BNZ branch or through internet banking</b>	BNZ bank account 02 0544 0013731 000. Please include "Cross Credit" in the Particulars, your name in the Code and Student ID or NSN (if you have one) in the Reference.
<b>EFTPOS or Credit Card</b>	Eftpos and Credit Card payments are accepted at Wellington City, Petone and Auckland Campuses. Credit Card payments can also be made by calling the Student Information Centre on 0800 935 832.
<b>Cheque</b>	Mail your cheque with name and Student ID on the back. Cheques are accepted at all WelTec Campuses.

**Programme Code and Title**

**Level**

(Please enter your programme code and the name of your programme eg HVXXXX Dip Hort L5)

I have attached verified copies of documentation to support my application, paid or attached the \$50.00 fee and I understand additional fees may be charged (we will ask for your consent). Please use the table overleaf to enter the details for more credit recognition items.

**Student's Signature**

**Date**

**OFFICE USE ONLY**

- Fee Paid  
 Application acknowledged and documentation verified  
 Recommendation sent to Achievement Committee

**HOS/AHOS Signature**

**Date**

**Comments**

  
  
  

Student record updated and notification sent to student

Details about the course you wish to credit to:		Details about the course you wish to transfer credits from:						Office Use Only Detail whether Cross Credit, Credit Transfer, Recognition of Prior Learning or Exemption
WellTec Course Code	WellTec Course Name	Course Code	Course Title	Received at (institution)	Year	Grade	The documents to support this claim of previous learning are: (Must include: signed Academic Record OR verified copy of Results Notification)	
<b>Example</b> BC5116	Information Literacy	BUS 5013	Research and Academic Writing	University of Sydney	2009	B	Signed Academic Record	