

Student Exemption Form

Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.

Title: Mr / Ms / Miss / Mrs	Student Name:
Student Number:	Phone:
Course Title:	Email:
Batch:	Date:

Type of Recognition (Tick all that apply)

Credit Transfer

Recognition of Prior Learning

Evidence Supplied (Tick all that apply)

Statement of Results		Reference which can be contacted	
Accredited Certificate		Resume	
Subject Outline including Performance Criteria		Examples of relevant work samples	
Personal Resume		Other:	
Position Description			

List the details below of all units you are applying credit for

Unit name and code	RPL / CT (circle)	Nominal Hours	Institution	Qualification

Student Declaration

All information provided by me in this form, including supporting documentation is true and correct, and I wish to apply for exemptions for the above named units of competency. I understand that where exemptions are granted that results in a shortening of my course, this information will be provided to the Department of Home Affairs (DHA) through PRISMS and may affect my student visa.

Student Signature: _____ Date: _____

Office use only.

Application Received By	Name:	Signature:	Date:
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Assessment submission or Knowledge Test Required	YES / NO
(Please circle)	

The competencies of the above student have been reviewed and exemption for the requested units of competency has been:	APPROVED / REJECTED
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Action Taken By	Name:	Signature:	Date:
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Staff Comments:

** Note: Students are required to complete RPL application if they would like to get exemption through RPL.*

EXEMPTION SUMMARY

Title: Mr / Ms / Miss / Mrs	Student Name:
Student Number:	Phone:
Course Title:	Email:
Batch:	Date:

Unit/s of Competency	Hours	Fee Reduction
Total Fees Reduction		\$

Course Tuition Fees: \$ _____

Total Exemption Fees: \$ _____

Adjusted Fee Total: \$ _____

Staff Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____