

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:
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			
Action Taken By	Name:	Signature:	Date:
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:** _____