

DOCUMENTATION

To ensure that your application is processed as quickly as possible, please provide the following supporting documentation:

- Official academic transcripts for all papers for which credit is requested (original or certified)
- Copies of paper descriptions, as at the time of completion.

DECLARATION

I certify that the information that I have provided is complete and true. I have read the information on the back of the form carefully.

Student Signature:

Date:

THINGS YOU NEED TO KNOW ABOUT CROSS CREDIT AND CREDIT TRANSFER APPLICATIONS:

- Your application must be submitted prior to the beginning of the Semester. If the application is made after this date an additional late fee may apply.
- A certified copy of documents is a copy of an original document that has been signed and dated (preferably with an official stamp) for authenticity by a person authorised in the Oaths and Declarations Act 1957 as able to take declarations. This person could be a:
 - Justice of the Peace
 - Barrister or Solicitor of the High Court
 - Notary Public
 - Court Registrar or Deputy Registrar
 - Member of Parliament
- Any awarding of credit is not automatic. Your application will be considered by the appropriate Dean of Studies and must also be ratified by the Alphacrucis Academic Committee.
- You will receive notification of the decision regarding your application by the Registrar.
- For any further information on cross credit and credit transfer applications please talk with your Dean of Studies or the College Registrar.

ALPHACRUCIS CROSS CREDIT POLICIES

Cross-crediting may be available for a student who has qualified for an award at Alphacrucis and wishes to transfer into another programme, or a student who did not complete, or was not a candidate for an award but who successfully completed one or more papers from a Schedule of Papers of Study at Alphacrucis. Cross credit may be given for a specified paper or papers where previous study is regarded as having satisfied both the outcomes and the assessment requirements of the paper.

If the applicant is eligible for credit for previous studies they should request advice from the Programme Director/Head of Studies about credit when accepting the offer of admission. The relevant Programme Director/Head of Studies is responsible for overseeing the cross credit applications, and will report to the Academic Committee all cross-credits awarded once per Semester.

ALPHACRUCIS CREDIT TRANSFER POLICIES

Credit transfer refers to credit that is awarded on the basis of prior formal learning or study at another tertiary institution. Credit transfer may be given for a specified paper or papers where previous study is regarded as having satisfied both the outcomes and the assessment requirements of the paper.

If the applicant is eligible for credit for previous studies they should request advice from the Programme Director/Head of Studies about credit when accepting the offer of admission. The Programme Director/Head of Studies is responsible for overseeing the credit transfer applications, and will report to the Academic Committee all credit transfers awarded once per Semester.