

## Application for Direct Credit Transfer (DCT)

Please complete the following form and submit it to Lead Institute's Administration Department. An Assessor will be in contact with you shortly if any further information is required.

Section A – student to complete	
Personal details	
Name:	
Date:	Student Contact Details:
Student Address:	<b>H</b> <b>M</b>
Post Code:	<b>E</b>
Units of Competency to be included in application:	
Applicant Signature:	
Section B – Lead Institute Administration to complete	
Credit Transfer Policy and Procedure provided to applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transcripts verified for authenticity by issuing RTO?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Application forwarded on to relevant Assessor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Date:
Signature:	
Section C – Assessor to complete	
What was the outcome of the application?	
Has the student been informed of the outcome of their application?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:	Date:
Signature	