

Credit Transfer Policy

Mindroom Innovation will recognise all qualifications and statements of attainment for Units of competency issued by any other RTO.

Students can apply for Credit from another RTO by submitting their original Statement of Attainment and completing a Credit Transfer Form.

Applications for Credit Transfer must be submitted prior to the commencement of the applicable course. Credit may not be approved once a course has been completed.

The Credit Transfer Process

1. Student / Agent are asking about credit transfer.
2. Mindroom staff member directs them to the Policies page on the Mindroom website.
3. Student completes a Credit Transfer form from the Mindroom Innovation website:
https://docs.google.com/forms/d/e/1FAIpQLScqSvDRzkhN7YQVBM3A94Bq4glfeOvvRYa6bc-IM6MBqi8_g/viewform
4. As instructed in the form, student sends a Statement of Attainment / Certificate with transcript including the completed unit to the Quality Manager or Student Registrar.
5. Quality Manager or Student Registrar checks that the requested unit is on Mindroom's Scope of Registration
6. Quality Manager or Student Registrar checks the date to see when the student studied. A check of the qualification code and name is also carried out.
7. If the documentation provided by the student is not satisfactory, the Quality Manager or Student Registrar will contact the student and request more documents as evidence.
8. If the documentation provided by the student is satisfactory, the Quality Manager or Student Registrar will contact the student in writing informing them of the successful outcome, and;
 - a. Update student's record in the Student Management System;
 - b. Save the documentation to the student folder on Mindroom's servers; and
 - c. retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

Course Duration

Regardless of the number of units acknowledged as a Credit transfer, in most cases the course duration will remain the same. If Mindroom Innovation grants the overseas student course credit that reduces the overseas student's course length, we will:

1. inform the student of the reduced course duration following granting of the credit transfer and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course; and
2. report any change in course duration in PRISMS if course credit is granted after the overseas student's visa is granted.