

# Application for Credit Recognition



## General Information

- You need to indicate if you will be applying for credit recognition when you apply to study a programme.
- All applications for credit recognition must have original or verified copies of results attached.
- Please hand your completed form to Student Finance when making payment.

## Fees

### General

A non-refundable fee of \$110 applies to external Ara cross-credits and RPL applications. There is a charge of \$110 per hour or part thereof for an RPL assessment (an estimate will be given before any assessment is undertaken).

Payment of fees can be made with the Student Finance Officers or, alternatively, phone 0800 24 24 76. The options available are cash or EFTPOS, major credit cards or internet bank transfer to:

Ara Institute of Canterbury, Westpac New Zealand Limited Bank Account Number 03 0826 0169064 003.

Please include your Ara Student ID Number and RPL in the reference details on the payment.

## Section A: Student Details

Full Name  Student ID

Address

Home Phone  Mobile

Qualification for which you are applying for credit recognition towards (e.g. Bachelor of Design):

I understand that fees apply to this application. I agree to pay these fees when I apply for credit recognition. **Failure to pay the required fee(s) will result in my credit recognition application not being processed.**

Signature  Date

## FOR OFFICE USE ONLY

Student Finance Administration charge (\$110)  Time to assess RPL (\$110 per hour)  Total Cost of Assessment

Processed by  Date



## Application for Credit Recognition

### Checklist

#### Before you apply

You have discussed your application with your Programme Leader.

You have:

- Checked with StudyLink your loan and/or allowance eligibility isn't affected with credit recognition being awarded and your enrolment EFTS reduced
- Been advised of the application fee and assessment fee (if known)
- Made your application prior to the first day of lectures for this particular course

#### Applying

You have completed your Application for Credit Recognition form and attached original or verified copies of documentation to support your application

**Please note:** you may also be required to provide more detailed documentation i.e. course descriptors

You have paid the non-refundable application fee of \$110 at Student Finance or by one of the other preferred options (this fee applies to external Ara cross credits and RPL applications)

**Please see Application for Credit Recognition form for information regarding fees**

You have paid your RPL assessment fee (if applicable) at Student Finance

#### What happens next?

Your application will be assessed by an academic staff member, an interview may also be arranged and you will be advised of the assessment fee (if applicable).

You will also be advised if your Application for Credit Recognition is declined and arrangements will be made to enrol you in the course/s.

The Results Office will process your application, and advise when the result/s is available on the Student Portal.

Your results will be published by the Central Academic Records Office.