

IMPORTANT NOTES FOR APPLICANTS

1. This form is to be used to claim credits and/or exemptions for prior study and vocational and/or professional training experience.
2. Details of completed studies MUST be supported by official documentary evidence.
3. Documentary evidence is not required for study undertaken previously at USQ, UCSQ or DDIAE.
4. Documentary evidence already submitted to QTAC is not forwarded to USQ
5. A copy of the Handbook entry (content and contact hours or equivalent) for each subject used as a basis for claiming credit/exemptions is required. This is not required for units previously studied at USQ, UCSQ or DDIAE.
6. The University may only rescind previously approved credit and/or exemptions in accordance with the [Credit and Exemption Procedure](#).

NOTIFICATION

The outcome of your credit application will be provided to you via email. Once you become active in your program, you will be required to email study@usq.edu.au to request that your credit is applied to your Student Centre.

CHECKLIST

1. Have you submitted your academic transcript and course outlines from your previous tertiary institutions?
2. Have you submitted your work experience documentation?
3. Have you signed and dated the declaration on the front of this form?

PERSONAL INFORMATION

USQ collects, handles, uses, discloses and stores information about you and the choices available to you for provision of products and services selected by you throughout your learning journey. Not all of the information is personal information under the Privacy Act 2009 (Qld). To comply with legal and administrative obligations information is disclosed to Commonwealth and State agencies. Personal information will not be disclosed to third parties other than a USQ approved educational services agent, partner or organisation who provides sponsorship to you for your studies, without your consent unless required or permitted by a law. Where we disclose to a third party we endeavor to ensure they are bound by the same requirements as USQ with respect to personal information. Transfer of personal information outside Australia may occur. You have the right to access your personal information and if you wish to inquire about the handling or seek access to your personal information you can contact the USQ Privacy Officer (privacy@usq.edu.au).

OFFICE USE ONLY (REJECT REASON CODE)

The exemption HAS NOT been approved in whole or part because:

80. There is inadequate breadth and/or depth of content covered in the completed subject to allow the exemption
 81. A verified transcript of subjects and results was not included. Applicant should reapply providing certified Transcripts
 82. A copy of the Handbook entry (include content and contact hours or equivalent) for each subject used as a basis for claiming credit and/or exemptions is required. The applicant should reapply providing full documentation.
 83. The qualification was obtained beyond the maximum number of years allowed.
 84. The qualification was obtained from an Institution not recognised the Australian Qualifications Framework (AQF) nor adjudged as equivalent.
 85. The student has already been granted the maximum number of credits and/or exemptions on the basis of the previous study.
 86. A copy of the full Course Specification(s) (include a list of weekly topics, textbooks and contact hours or equivalent) for each course used as a basis for claiming credit and/or exemptions is also required. The applicant should reapply providing full documentation.
 87. Other reason (in sentence form) because _____
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