



## Application to the Board of Studies for credit transfer

(To be sent to the Manager, Records, Credentialling and Reporting)

BOS Student Number

1. Student's full name

2. Name of school/college at which the student is currently enrolled for the Higher School Certificate

3. Correct title and course number (if relevant) of the course previously completed, together with the name of the TAFE or other institution at which the course was completed, and **total hours undertaken in the course**

4. The year(s) during which the study was undertaken and whether study was undertaken on a full or part-time basis in each of those years

5. The number of units of credit sought and whether these are Preliminary or HSC units. Note that a maximum of six Preliminary units and/or four HSC units will be granted.

6. Principal's recommendation

7. IMPORTANT: Please attach copies of relevant documents, certified by the Principal

8. Name and phone number of school/college contact person

Signed:

Student:

Date .... / .... / ....

Principal:

Date .... / .... / ....