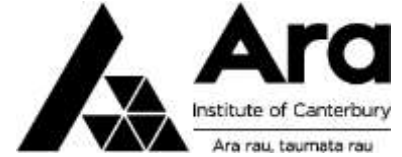# Application for Credit Recognition

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.*

CAPL Candidates: If you think you are a CAPL candidate please contact the CAPL Office – *CAPL@ara.ac.nz*.

Fees

General

A non-refundable fee of $100 applies to external Ara cross-credits and RPL applications. There is a charge of $100 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 BNZ account 02-0800-0911670-003. Please include RPL in the reference details.

CAPL Fees:

The CAPL Fee structure is significantly different from the above charges. Please discuss with the CAPL Office.

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 ($100) ☐   Time to assess RPL ($100 per hour) ☐   Total Cost of Assessment [   ]

CAPL Candidate ☐

Processed by		Date	

Section B: Application

(please attach original or verified supporting documentation)

- For **Credit Transfer** *(used when exactly the same course/unit standard has been successful previously)*
- For **Cross Credit** *(used when a similar course has been completed previously)*

Ara Credit applied for	Course(s) completed at another Institution – Course Code	Institute where completed	Office use only	
			CT/CC/ADV	Approved/Declined

- For **RPL** (used to evaluate the student's knowledge and skills against Ara learning outcomes)

Ara Credit applied for	What evidence can you provide of having met the learning outcomes for this unit standard/course/outcome?	Office use only	
		Grade	Approved/Declined

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RPL Assessor complete ☐ Challenge test ☐ Portfolio ☐ Interview ☐ Attestation

Time taken to assess RPL [ ]

RPL Assessor name [ ] Signature [ ] Date [ ]

Delegated Authority name* [ ] Signature [ ] Date [ ]

I confirm quality management processes have occurred and this/these results are confirmed ready for publishing.

Head of Department (or delegate) [ ] Signature [ ] Date [ ]

NOTE: for further details on credit recognition, please refer to the *APP507 Credit Recognition Policy*.

*For CAPL, the delegated authority will be the Manager of CAPL.

Application for Credit Recognition

Checklist

Before you apply

You have indicated on Admissions and Enrolment form or in person that you wish to apply for credit recognition when applying to study a programme

You have received your Application for Credit Recognition form

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 $100 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).

Your 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.