

Application For Formal Transfer Of Credit (External)

Transfer of credit (TOC) is the process of assessing and awarding credit towards a Wintec and/or an NZQA National/New Zealand qualification based on past formal and informal learning.

Formal TOC is credit based on previous formal learning either at Wintec or at another educational institution in New Zealand or overseas. Formal TOC may be internal or external. External TOC is formal credit gained at another tertiary institution – either in New Zealand or overseas. Internal TOC refers to credit transferred from one Wintec qualification to another, or NZQF assessment standards recorded on a student's NZQA Record of Achievement.

Informal TOC – usually referred to as Recognition of Prior Learning (RPL) – is also credit based, but is based on the assessment of learning gained through work experience, personal experience, private or informal study (eg short courses). Applications for RPL or Informal TOC should be made through our online application or contact us for more information on 07 834 8800 ext 7743.

Applications for formal (external) TOC should be made on this form and submitted to the Student Enrolment & Information Centre (SEIC) **before the start of your programme of study**. Please ensure you complete both sides of this form and submit this with your supporting documents.

Applicants have the right to appeal the outcome of a TOC application, as set out in the Academic Regulations. For further information please refer to the Transfer of Credit Policy.

SECTION ONE - Personal Details

First name(s):

Last name:

Student ID number:

Date of birth:

Mobile:

Telephone:

Email:

OFFICIAL USE ONLY					
BARCODE HERE					

SECTION TWO – Student Declaration

I declare the information submitted on this application form and in the attached document(s) is, to the best of my knowledge, correct and complete. I understand it is my responsibility to provide the necessary documentary evidence. I authorise Wintec to obtain further information, if necessary, in relation to the documents I have submitted. I consent to my academic results being provided to Wintec or its authorised agency.

Student's signature

Date:

If you need help filling out this form, please contact SEIC by phone on 0800 2 Wintec (0800 2 946 832). Please return your completed form and supporting documents to SEIC, Wintec, Private Bag 3036, Waikato Mail Centre, Hamilton 3240 or by email to academicservices@wintec.ac.nz

CENTRE / SCHOOL USE ONLY	
Is this application for TOC part of a contract or project agreement?	YES / NO
OFFICIAL USE ONLY	
School or Centre to Complete Date received by School / Centre: Date Considered at Programme Committee: Outcome of Programme Committee: APPROVED / DECLINED Withdrawal & Refund required? YES / NO (If YES please attach completed EDC2 form)	SEIC Date Processed: <div style="border: 1px solid black; padding: 5px; text-align: center;">SEIC DATE STAMP</div> Precedence List updated: