

Application for Credit Recognition



Return to: Reception at any Campus or **Email to:** enrolments@weltec.ac.nz or
Mail to: Academic Records Administration Unit, Private Bag 39814, Lower Hutt 5045

0800 935 832

www.weltec.ac.nz

GUIDELINES

- Students who have met the entry requirements and are enrolled in a programme of study at WelTec may apply for credits to be awarded as a result of an application for credit recognition.
- Approved credit recognition may be recorded as cross credits, credit transfer, exemption or recognition of prior learning, subject to programme regulations.
- You can submit an application for credit recognition at any time up to two (2) weeks before the start of the programme, or before the commencement of the trimester in which the award of credit would affect your study programme. You should not enrol in the course(s) that are subject to your credit recognition application.
- For international students, all applications for credit recognition must be received with the application to enrol, and no later than two weeks before the start of the programme. The award of credit must not result in a breach to your visa requirement to be engaged in full-time study.
- Credit recognition may not exceed two thirds of a programme, or as specified in the programme document.
- You may apply for credit recognition where you have evidence that is authentic, current, valid, and sufficient. The onus is on you to provide this evidence to support your application for credit recognition. Please ensure verified copies of documents supporting this application for credit recognition are attached.
- Evidence should relate to learning or credits achieved within the last five years and should be relevant to the learning outcomes of the programme or course(s).

1 PERSONAL INFORMATION

Legal Family Name(s)

Legal Given Name(s)

Preferred Name

WelTec Student ID

NSN

Email

Home Phone or Mobile

2 APPLICATION AND PAYMENT DETAILS

Please pay the Application Fee of \$50.00 at the time of submitting the application. This fee covers administration and the first hour of processing the application. A further fee of \$75.00 per additional hour may be charged. We will ask for your consent before work incurring this charge occurs.

At any BNZ branch or through internet banking	BNZ bank account 02 0544 0013731 000. Please include "Cross Credit" in the Particulars, your name in the Code and Student ID or NSN (if you have one) in the Reference.
EFTPOS or Credit Card	Eftpos and Credit Card payments are accepted at Wellington City, Petone and Auckland Campuses. Credit Card payments can also be made by calling the Student Information Centre on 0800 935 832.
Cheque	Mail your cheque with name and Student ID on the back. Cheques are accepted at all WelTec Campuses.

Programme Code and Title

Level

(Please enter your programme code and the name of your programme eg HVXXXX Dip Hort L5)

I have attached verified copies of documentation to support my application, paid or attached the \$50.00 fee and I understand additional fees may be charged (we will ask for your consent). Please use the table overleaf to enter the details for more credit recognition items.

Student's Signature

Date

OFFICE USE ONLY

- Fee Paid
- Application acknowledged and documentation verified
- Recommendation sent to Achievement Committee

HOS/AHOS Signature

Date

- Student record updated and notification sent to student

Comments

