

# 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 Westpac account: **03-0826-0169064-003 Te Pūkenga - NZIST - Ara Institute**. 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 \_\_\_\_\_ Ara Student ID Number \_\_\_\_\_

Address \_\_\_\_\_

Contact phone \_\_\_\_\_ (home) \_\_\_\_\_ (mobile)

Qualification for which you are applying for credit recognition towards (eg Bachelor of Design)

I understand that fees may apply to this application. I agree to pay these fees at Student Finance when I apply for credit recognition. **Failure to pay the required fee(s) will result in my credit recognition application not being processed.**

Student's 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

FOR OFFICE USE ONLY:

**RPL Assessor to 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 name (or delegate)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Note: for further details on credit recognition, please refer to the Ara policy (APP507 Credit Recognition)

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

# Application for Credit Recognition Student Checklist

## Before you apply

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).

You 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 result/s will be published by the Central Academic Records office.