Credit Application Form

**Note**: Applications will be assessed within the framework of CG Spectrum Institute’s (CGSI)

[*Advanced Standing and Credit Transfer Policy and Procedure*](https://www.cgspectrum.com/hubfs/Advanced%20Standing%20and%20Credit%20Transfer%20Procedure%20v4.0.pdf?hsLang=en)

# 1. Student Details

Enter the course in which you are enrolled or for which you are applying:

|  |  |
| --- | --- |
| **First name** |  |
| **Last name** |  |
| **Date of birth** |  |
| **Student number (If enrolled)** |  |
| **Home address**  |  |
| **Home phone** |  |
| **Mobile phone** |  |

# 2. Relevant Study History

In the section below, please provide details about the study you have completed which you believe is relevant to this application.

Institution Name:

Country of offer:

Mode (online, face-to-face, blended):

Course/Program Studied:

Duration:

Start Date:

Completion Date:

Relevant Web Address for Specific Course/Program:

Was the course studied accredited or non-accredited?

If accredited, what was the name of the award?

If accredited, do you have a copy of your academic record which includes details of subject codes and achievement/grades/scores?

If non-accredited, do you have evidence to support your request for credit for non-formal learning (examples include attendance records, homework tasks, portfolios etc)? Please specify.

# 3. Credit Request Details

|  |  |  |
| --- | --- | --- |
| **Subjects for which academic credit is sought** | **Subjects completed** | **Course Coordinator to complete** |
| In the section below, please identify the specific subjects which you are seeking credit for. Please keep in mind that the maximum credit for the CGSI Diplomas is 40 Credit Points, and for the Bachelor Courses is 80 Credit Points. Please also note that these are MAXIMUMS and that the amount of credit granted will be determined based on the evidence you provide and its alignment with both course and subject learning outcomes. |
| **Subject Code** | **Subject Title** | **Institution** | **Approved** | **Not approved** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. Supporting Documentation**

Attach supporting documentation to support this Credit Application including for example: subject outlines, completed assessment, certified statement of results or academic transcript, links to portfolios, attendance records, homework tasks (if you are a past CG Spectrum student.

# 5. Signature

I hereby certify that the information and documentation I have supplied are correct in every detail.

Applicant’s signature Date:

# 6. Please return this form to admin@cgspectrum.institute