

CREDIT FOR PRIOR LEARNING (CPL) APPLICATION FORM

IMPORTANT NOTICE TO APPLICANT

- Submission of CPL does not guarantee that your application for CPL will be granted, nor does it include granting of admission.
- Normally, TIIS will only grant CPL:
 - For a subject that covers at least 75% of the content of the subject for which CPL is being sought.
 - The maximum credit awarded is 50% of the course for which CPL is being sought.
 - Credit will not be granted for study completed ≥ 10 years prior to application.
 - Credit will not be granted based on exemptions received from another Higher Education Provider (HEP).
 - **MUST** be supported with original transcripts and subject outlines.
- An application fee of \$300 applies for any CPL application. CPL application with no fee attached will not be processed.

HOW TO APPLY

Step 1: Please read TIIS CPL policy and procedure prior to completing this form. The TIIS CPL policy is at <https://tiis.edu.au/wp-content/uploads/2021/04/A7-TIIS-Credit-for-Prior-Learning-20201007.pdf>

Step 2: Complete the CPL Application Form.

Step 3: Email the CPL Application Form and all supporting documents to info@tiis.edu.au

Section 1: Student Personal Details

Family Name		Middle Name (if Any)	
First Name			

Section 2: Course Details

Please read TIIS Course Information Brochures for detailed course information including entry requirements and course structure.

Course(s)	Please select
Master of Business Administration (MBA) (16-subjects)	
Graduate Certificate of Business Administration (GCBA) (4 subjects)	
Bachelor of Business (BBus) (24 subjects)	
Master of Professional Accounting Advanced (MPAA) (16-subjects)	
Master of Professional Accounting (MPA) (12-subjects)	
Graduate Certificate of Professional Accounting (GCPA) (4 subjects)	

Section 5: Processing of Application

1. The application will not be processed unless all information and supporting documents are provided.
2. PLEASE PRINT CLEARLY – It is recommended that you submit your application **at least 12 weeks** before your intended Term start date. Late applications may delay your enrolment procedure. If in doubt, please check all program and proposed intake dates as available on TIIS website: www.tiis.edu.au.
3. Any incorrect information provided in the application may lead to a cancellation of this application, and/or void of any contract relationship between you and TIIS (if applicable).

Section 6: Applicant's Declaration

I declare that:

I have read and understood the relevant course information brochure and other related information as available on TIIS website.	
The information supplied in this application is true and correct. I authorise that TIIS check and authenticate all the information provided in the application, including my previous academic records, English test results, employment references, etc.	
I will keep a copy of this application and all supporting documents for my own records.	
I have read and understood TIIS CPL policy and procedure.	
I have attached all relevant official academic transcripts	
I have attached all relevant official subject outlines	
I am aware that any information supplied in this application may be provided to the Tertiary Education Quality Standards Authority (TEQSA) and the Department of Education, Skills and Employment or other authorised government agencies.	

Name of Applicant		Date of Signature	
Signature of Applicant			

SECTION 7: CPL Application Workflow

TIIS aims at processing an application within 5 working days from the date of receipt of complete application.

Send your completed application form to:

Email: info@tiis.edu.au

Step 1: Initial assessment of your application by Admission Officer

1a If the application is complete, the Admission Officer will notify the student receipt of the application and refer the application to Step 2 to be assessment by the Program Coordinator.

1b If there are outstanding documents to be required, the Admission Officer will request you to provide the documents before referring the application to be assessed by the Program Coordinator.

Step 2: Assessment by the Program Coordinator

2a The Program Coordinator will assess the application based on TIIS CPL policy.

Step 3: Decision of the Program Coordinator

3a Decision of the Program Coordinator will be recorded as part of this application and student will be notified of the decision including the details of CPL granted, which will be recorded in the student academic folder (if approved).

Step 4: Notification of Decision

4a TIIS admission officer will send you a Letter of Offer, detailing the CPL granted.

Step 5: Review by Academic Dean

5a In exceptional circumstances, TIIS Academic Dean will determine whether the application should be approved in accordance with special considerations pertained in TIIS CPL Policy with decision recorded in the application form.

Back to Step 4. The details of student's CPL granted will be recorded in the student's academic folder.

APPLICATION DECISION FORM

TIIS OFFICE USE ONLY

TIIS OFFICIAL TO COMPLETE

Credits Granted

TIIS Subject Code and Title	Credit points	HEP Subject Code, Institution and Qualification
	6	
	6	
	6	
	6	
	6	
	6	
	6	
	6	
	6	
	6	
	6	
	6	
	6	
	6	
	6	
Total credit points		

Recommendations

Assessed by Program Coordinator			
Name		Date	
Comments/Conditions:			
Signature			

For exceptional cases only: Review by Academic Dean			
Name		Date	
Comments/Conditions			
Signature			