

## Amend or Reverse Credit Granted (HE) Form



<b>Name</b>		<b>Student ID Number</b>		<b>International Student</b>	<b>Date</b>	
<b>Course Code</b>		<b>Course Name</b>			<b>Year Commenced</b>	
<p>Once granted, credit or RPL can only be amended or reversed at the discretion of the Head of School. See section 10 of Credit (HE) Policy.          Please discuss this matter with your Head of Program before submitting the application.          List the credits you want to amend or reverse in the table. Briefly outline the reason(s) for your request in the box below.</p>						
<b>Reason(s) for request:</b>						
<b>CREDIT TO BE AMENDED AND/OR REVERSED</b>					<b>SCHOOL USE ONLY</b>	
<b>YEAR LEVEL</b>	<b>SEM</b>	<b>SUBJECT CODE</b>	<b>SUBJECT NAME</b>	<b>CREDIT TYPE (CRT / RPL)</b>	<b>APPROVED</b>	<b>REJECTED</b>
<p>I understand that accepting the credit amendment(s) may result in a change to the amount of time required for me to complete this course.          If I am an International student I will seek advice from the International Office if I have concerns.</p>						
<b>STUDENT SIGNATURE:</b>						
<b>SCHOOL USE ONLY</b>						
<b>RECOMMENDED: HOP Name</b>			<b>Signature</b>			
<b>APPROVED: HOS Name</b>			<b>Signature</b>			
<b>OFFICE USE ONLY</b>						
<b>Based on the accepted credit amendments shown above, student's anticipated completion date is:</b>						