

Higher Education
OUA Application for Exemption Assessment

TITLE(eg Mr, Mrs, Ms) _____ FAMILY NAME / SURNAME _____ OUA STUDENT NUMBER

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 GIVEN NAMES _____
 ADDRESS _____ SUBURB _____ STATE _____ POSTCODE _____
 FAX NO. _____ TELEPHONE _____ EMAIL _____

Exemptions (REFER <http://www.ppd.swin.edu.au>). Follow the link to Student Information Services then Credit Transfer and Exemption (Higher Education).
 An exemption is based upon previous studies undertaken at a university, TAFE or equivalent institution. A Swinburne exemption may be defined as a "specified" exemption where students are exempted from a particular unit of study; an "unspecified" exemption where students are given exemptions which are not linked to any particular units.

To have any possible exemptions assessed a non-refundable \$50 fee is required. If at a later stage you decide to register for a Swinburne degree a \$50 deduction will be made from the registration fee (currently \$200).

PAYMENT ADVICE ... *OUA Exemption Assessment fee - \$50

(11 1258 83004 6540)

Please tick the appropriate box for method of payment:

Cheque Mastercard Visa Money Order

CARD NO:

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Expiry Date: _____ Amount*: _____ Signature: _____ Date: _____

Please return completed form together with a **certified copy** of your academic record and syllabus details of the units you have already studied along with the \$50 assessment fee addressed to the OUA Exemption Coordinator, Locked Bag 218 Lilydale VIC 3140. If applying for RPL go to our Policies & Procedures database <http://ppd.swinburne.edu.au/default.htm> click on search and type in RPL for further information.

Please allow 3-4 calendar weeks for exemption assessments to be processed. The \$50 assessment fee is non-refundable.

Please tick the relevant box against any of the courses listed apply to you:

Previous Education: Please tick

| | | | |
|-----------------------------|-----------|--------------------------|--|
| Diploma | Completed | <input type="checkbox"/> | |
| Advanced Diploma | Completed | <input type="checkbox"/> | |
| Undergraduate Degree | Completed | <input type="checkbox"/> | Partially Completed <input type="checkbox"/> |
| Postgraduate Degree | Completed | <input type="checkbox"/> | Partially Completed <input type="checkbox"/> |
| Other: Please specify _____ | Completed | <input type="checkbox"/> | Partially Completed <input type="checkbox"/> |

Degree in which you are seeking exemptions/RPL for: _____

Please refer to page 2 of this document to enter unit details.

