

Other studies you have completed or attempted: (Please attach an additional page if necessary)

Years attended	Institution	Title of Course (eg. Degree, Diploma, Certificates etc)	Completed (Yes/No) If no, what stage reached

If you would like Swinburne University, Lilydale to formally undertake an assessment of possible exemptions, please send **certified copies** of the following to the address at the top of this form:

➤ **Relevant transcripts and Award certificates and syllabus/unit outline details**

Please allow up to 3-4 weeks for an assessment to be completed.

Recognition of Prior Learning (RPL)

The Swinburne University Policy and Procedures for Recognition of Prior Learning can be found at:

<http://ppd.swinburne.edu.au/default.htm> click on search and type in "RPL" for further information.

PAYMENT ADVICE: * The non-refundable Degree Registration Fee is \$200 unless an exemption assessment has been previously processed. (Office use: 11 1258 83004 6540)

Have you previously paid to have an exemption assessment processed: Yes No

If yes, the total payment amount required is \$150.

Please tick the appropriate box for method of payment:

Cheque/Money Order

Mastercard

Visa

Card No:

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Expiry Date: _____ Amount *: \$ _____ Signature _____ Date: _____

NB: Make cheque payable to **Swinburne University of Technology**

PRIVACY POLICY

Swinburne University of Technology collects information for enrolment purposes and other University services such as the Library and IT Services. Information is stored, maintained and securely disposed of in accordance with the Public Records Act 1973. For further information about access to your personal information and any privacy complaints see the Privacy Statement at www.swin.edu.au/privacy

ENROLMENT DECLARATION

I declare to the best of my knowledge that the information entered on this form is correct and complete.

I agree to be bound by the applicable standards of conduct, statutes, regulations, policies and procedures of the University while I remain an enrolled student, including any variations to these that the University makes, through due process, during my course of study from the specified approval date of such variations.

I understand that:

- Swinburne University of Technology does not require membership by students of a student organisation
- Academic staff will be provided with the name, ID number and email address of those students enrolled only in the units being taught by that staff member
- My personal information will be collected and used for the purposes set out in the Swinburne University of Technology Privacy Collection Statement - available to be viewed on the University's web site at: www.swin.edu.au/corporate/registrar/privacy_collection.htm
- I consent to the University corresponding with me by electronic means.
- I must complete at least 8 Swinburne University of Technology units.

SIGNATURE OF APPLICANT: _____

DATE: _____

OFFICE USE ONLY

Proof of ID received:

Yes

Pending assessment of exemptions

No – Reason:

Signature: _____

Date entered: _____