SECTION A - APPLICATION INSTRUCTIONS:

1. An official transcript of results of your previous studies _and_ a copy of the unit/subject syllabus (es)/description at the time studies were undertaken must be attached to this application.
2. Exemptions are granted only when the applicant receives official notification from the Admissions Manager or Course Coordinator/Dean.
3. Exemptions may be approved only for the course stated below. Students who wish to apply for exemptions for a different course must submit a new application.
4. Incomplete applications will not be considered.
5. The application _must_ be submitted to MIHE before the course commencement date or _no later_ than two weeks after the commencement date.
6. If your application _approved_ your total eCoE duration might changed.

SECTION B - APPLICATION DETAILS

Applicant Full Name: _____ Student No: _____

Date of Birth: _____ Telephone No: _____

MIHE Email Address: _____@students.mihe.vic.edu.au

Other Email Address: _____

- If your course has commenced MIHE will send the outcome of your application to your student ID email account only

Prior Education and Work Experience (Applicant's Declaration)
I declare that I hold a degree (equivalent to AQF-7 level - https://www.aqf.edu.au/aqf-qualifications) which is: ☐ Business Related ☐ Non-Business related degree with 2 years of professional work experience **OR** ☐ I declare that I am a candidate without the above degree(s) but I have 5+ years of relevant professional, administrative or managerial work experience.

Prior Degree(s)	**Name of the Degree**	
	University/Institution	
	Country	

📞 1300 220 331
03 9276 0998

📍 150 High Street, Preston,
Vic 3072

@ www.mihe.vic.edu.au

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Additional Qualifications Or Work Experience Details	

SECTION C - DETAILS OF RECOGNITION OF PRIOR LEARNING (RPL)/CREDIT TRANSFER(CT) - Student to complete Sections **B1, B2, B3, B4 & B5**

☐ I do not wish to seek RPL / Credit Transfer and would like to study the full course

☐ I wish to apply for RPL / Credit Transfer

I seek the above RPL/CT based on the following units that I have successfully completed from previous study and/or Work Experience.

Unit & Unit Name / Experience Area	University / Institution / Organisation	MIHE Unit Code

- If more exemptions are sought attach additional information to this application.

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SECTION D – STUDENT DECLARATION & SIGNATURE

- The information I have provided is accurate and complete to the best of my knowledge.
- Having acknowledged that it is my responsibility to provide all relevant supporting documentation, I accept responsibility for doing so.
- I authorise Melbourne Institute of Higher Education (MIHE) to obtain any additional relevant documentation as necessary.
- It is my understanding that MIHE has the right to modify or reverse any decision concerning admission or enrolment if such a decision was made on the basis of incomplete or inaccurate information.
- I understand that the information I have provided will be stored by MIHE and may be shared with Commonwealth and State agencies in accordance with the ESOS Act and the National Code. As I have carefully read and understood the aforementioned guidelines, I unreservedly consent to them.
- Submission of application does not automatically guarantee the RPL/CT unless approved by VIT.
- My application may be denied if VIT assess that there is a risk of me not completing the pre-requisite units to make progress in subsequent semesters.
- I may be granted less number of units than I had applied for, if my prior study units/work experience do not map to MBA units for which I have applied RPL/CT.
- I understand that the course duration may be reduced if RPL/CT is granted and if a reduction in course duration is approved based on my RPL/CT request; it is my responsibility to complete the course within the specified CoE/course end date.

Student Signature……………………………………………………………….…………………… Date………… /…………/…………

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SECTION E – Credit Granted -OFFICE USE ONLY

MIHE Unit Code for which credit is granted	Assessed and approved by	signature

	Notes/Comments
Student Notified in writing of the outcome of the application	
Enrolment records (WiseNet) updated	
Application logged and uploaded to WiseNet	
Administration advised e.g. shortened duration, allocation to timetable	
Student Payments advised	

Administration Manager
Signature:
Date:

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