

Prior to submitting application, please read 'What is Academic Credit and how to apply' information about required supporting documentation for ACADEMIC CREDIT/RPL consideration

- Complete all relevant sections of this application in full
- Please print CLEARLY
- Return this application form, with all supporting documentation and applicable fee to Whitehouse Institute Student Administration (fee waived for existing Whitehouse students)
- Submit application and supporting documentation prior to course/semester commencement but where possible no later than 4 weeks before the applicable census date to enable sufficient time to review application
- Applicants must retain copy of application for your own academic records, as no documentation will be returned. This includes academic credit/rpl submission with evidence and notice of application outcome

Applicant Details

Family Name: _____ Given Name(s): _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ Mobile: _____ Email: _____

Specialisation: Fashion Interiors Styling Campus: Sydney Melbourne

Student Number (if existing student): _____

Whitehouse Subject/ Title

List the Whitehouse Institute unit number(s) (e.g. COR107) and title (e.g. Design Ideas & Concepts) for which you are seeking Academic Credit / RPL. Refer to the Student handbook or website for subject strand, unit numbers and descriptors. Please complete separate form if applying for more than four units of RPL.

Strand:

Design Contexts (History/Marketing) Design Communication (Digital & Illustration Comms) Design Methods Design Synthesis (Technical Workshop)

Unit: _____ Unit Title: _____

Unit: _____ Unit Title: _____

Unit: _____ Unit Title: _____

Unit: _____ Unit Title: _____

Details of Academic Credit/RPL

Indicate in the space provided the relevant learning undertaken at an institution or provider. Attach all details to evidence application for academic credit /RPL i.e. academic transcript, qualification awarded and subject/curriculum outcome). You may also be required to attach copies of work (i.e. essays / projects) to support learning and assist mapping to Whitehouse unit.

Institution name: _____ Award/Course title: _____

Semester/year of study: _____ Subject/Unit no and title: _____

Curriculum outline: _____

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Semester/year of study: _____ Subject/Unit no and title: _____

Curriculum outline: _____

Skills Recognition

Indicate in the space provided any work experience, employment etc that provide evidence of your skills attained and attach proof/support documentation such as references, awards etc.

Employer:

Address:

Contact name:

Title:

Contact details:

Summary of duties:

DECLARATION

I hereby declare that I have read the Academic Credit / RPL information and that the information provided by me is correct, without amendments, and complete to the best of my knowledge. Supporting documentation is attached. I understand the process will incur \$100 per unit of study applied for, will be credited to my student account upon enrolment and I am aware there is no refund should my application be declined or if I decline offer to enrol.

I acknowledge if application is successful that it is my responsibility to withdraw the approved unit(s) of study by completion of **Notification to Withdraw** on or before the semester census date or I will remain liable for the tuition fee for the approved unit(s) of study.

Student Signature:

Date:

Note: Fee waived for existing Whitehouse students.

Whitehouse use only:

Assessor Notes

Office Use Only

Date received:

Fee applicable: YES NO

If YES paid: \$

Documentation Attached: YES NO

Assessed by:

Title:

Approved: YES NO

Date student notified:

EMinerva updated: