



# Advanced Standing Application Form

## Advanced Standing Application Form

### Section 1: Application Instructions – Student to complete

1. An official transcript of the results of your previous study and a copy of the unit/subject syllabus/description at the time studies were undertaken should be attached to this application.
2.
  - a. Exemptions for pre-commencement applications are granted only when a student signs the written agreement.
  - b. Exemptions for post Commencement applications are granted only after the student signs the acceptance letter.
3. Exemptions may be approved only for the course indicated in this application. Students wishing to apply for a different course exemption must submit a new application.
4. Only complete applications will be considered.
5. Only qualifications awarded in the preceding ten (10) years from the date of application are eligible for consideration.
6. If your course has commenced, ICQA will send the outcome to your Student Email ONLY.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Mobile: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Section 2: Application Details – Please complete all fields

Name of Course: \_\_\_\_\_

Previous Institution/s in which studies were undertaken	Course name	Course Code:	Year completed
1.			
2.			
3.			

STUDENT TO COMPLETE:	ICQA OFFICE USE ONLY		
Unit Code and Unit Name applied for:	ICQA Unit Code	Decision Yes/No	ICQA Department ID
1.			
2.			
3.			



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4.			
5.			
6.			
7.			

Assessed by Name:		Date Assessed:	____/____/____
Position at ICQA:			

### Comments / Remarks:

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### Section 3: Student Declaration and Signature

I declare that the information I provided is accurate and complete. It is my responsibility to provide documentation to support my application. I authorise the International College of Queensland Australia Pty Ltd (ICQA) to obtain further relevant documentation where necessary. I acknowledge that ICQA reserves the right to vary any decision regarding admission or enrolment made based on incorrect or incomplete information. I understand that ICQA will retain information provided by me and will be made available to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code. I have read and understood the above conditions and accept them in full.

Student signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY
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- Pre-commencement  Post-commencement
- Student notified in writing of the outcome of the application
- Enrolment record (e-Skilled) updated
- PRISMS Co-ordinator notified