

## Recognition of Prior Learning Application

Email this form to:

- Prospective Student: [dcoll-admissions@deakin.edu.au](mailto:dcoll-admissions@deakin.edu.au)
- Enrolled Student: [deakincollege@deakin.edu.au](mailto:deakincollege@deakin.edu.au)

Applications for Recognition of Prior Learning are subject to the *Recognition of Prior Learning Policy*. Section 5 of this policy requires an application to be submitted in a student's first trimester of study by the Census Date. Applications after this date will not be accepted. The applicant should not enrol in the unit(s) for which Recognition of Prior Learning is sought. Recognition of Prior Learning will not be granted if the applicant has enrolled in that/those unit(s).

*Please complete all sections*

**Deakin College Student ID:** \_\_\_\_\_

Mr / Ms / Mx \_\_\_\_\_  
(Circle) (Family Name) (Given Names)

**Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Deakin College Course:** \_\_\_\_\_

I wish to apply for the Recognition of Prior Learning in the following unit(s):

*Documentary evidence (original or certified copies of results and unit outlines) must be provided with this application. Recognition of Prior Learning cannot be awarded retrospectively.*

All Sections **must** be completed.

Deakin College Unit Code	Deakin College Unit Name	Name of College or University where previous study was completed	Unit Name and Code of Previous Study	Approved Yes/No (Office Use Only)

**Student Declaration:**

*I declare that the information and supporting documents provided by me in this application are true and correct in every particular. My signature below authorises my previous College or University listed overleaf to verify the documents provided by me to Deakin College and to provide Deakin College with any information that may be necessary for the processing of my application for Recognition of Prior Learning.*

*I understand that if I enrol in a unit for which Recognition of Prior Learning is granted, that Recognition of Prior Learning credit will not be applied to my record.*

*I acknowledge that the provision of incorrect information or the withholding of information relating to my application may result in the cancellation by Deakin College of any offer or enrolment.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form to Deakin College by:

**Mail:** Deakin College At Deakin University, 221 Burwood Highway, Burwood VIC 3125 Australia

**Email:** See page 1 of this application

**Office Use Only**

Transcript of results attached with the application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unit outlines attached with the application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application sent to Deakin University	Date:	_____
Prospective Student/Agent notified in writing of outcome of application <i>(Note: if granted, prospective student will formally accept outcome in writing as part of the enrolment acceptance process)</i>	Date:	_____
Enrolled Student notified in writing of outcome of application <i>(Note: if granted, include return email address for student to formally accept outcome)</i>	Date:	_____
Outcome letter placed on student file	Date:	_____
If granted, enrolled student written record of acceptance received*	Date:	_____
RPL credit(s) entered on Student Management System (Navigate)	Date:	_____
Deakin College CoE(s) updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Deakin University CoE updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Adjustment of student fees:  Forfeit Fee Refund  
 Fees Transferred to Following Semester

Comments: \_\_\_\_\_  
\_\_\_\_\_

*\*Retain written record of acceptance of granted RPL for two years after the overseas student ceases to be an accepted student*