



Please return this form to the Academic Registrar, registrar@carey.ac.nz | 0721

A student may be granted credit for both formal (Cross Credits) and non-formal learning (Recognition of Current Competency) undertaken prior to admission to a Carey programme of study.

- Formal learning means completed study that was undertaken at another tertiary academic institution and credited within an academic programme at that institution.
- Non-formal learning means previously acquired learning that arises from work or ministry experience, life or general experience and might include a combination of formal and non-formal learning.

No credit will be granted for learning undertaken prior to admission to a programme of study until the applicant has enrolled in that programme and paid all fees due.

Who should complete this form?

Use this form if you are applying for cross credits.

Cross credits may be granted for formal learning and may be specified or unspecified.

- A specified credit is given where there is a direct equivalence in terms of content, level and learning outcomes between a course studied elsewhere and a Carey course.
- An unspecified credit is given where a course has been completed elsewhere which is deemed to be relevant to, and at an equivalent level to, the Carey programme in which the student has enrolled. Not more than one-sixth of a complete programme of study may comprise unspecified credit. In normal circumstances unspecified credits will only be credited at Level 5.

Before completing this form, please note:

- Cross Credits will normally only be considered for courses at Levels 5 or 6 within undergraduate programmes.
- In exceptional circumstances cross credits may be considered at Level 7 within the Graduate Diploma programme.
- Cross credits may only be considered at Level 8 within programmes at a postgraduate level.
- Credit will not usually be granted for courses undertaken more than 10 years prior to enrolment.
- For courses within the Graduate Diploma of Applied Theology, credit recognition will not be considered for any formal learning that forms part of a qualification that has been used to meet admission requirements.
- For undergraduate programmes the maximum total number of credits granted through Cross Crediting and Recognition of Current Competency combined will not exceed one-half of the qualification being sought.
- For postgraduate programmes the maximum total number of credits granted through Cross Crediting will normally be the equivalent of one course.

INSTRUCTIONS

1. Please carefully read and complete all the details on this form.
2. Your application cannot be processed without this information.
3. Please look through the course details section of the Academic Calendar and locate the course(s) that are equivalent to the course(s) for which you are applying for credit recognition.
Specified Cross-Credit (CC) must be linked to a specific Carey course (e.g. you may have completed a course in Communication that is similar to MM563 Christian Communication). **Unspecified Cross Credit** is not linked to a specific Carey course.
4. For both specified Cross Credit and unspecified Cross-Credit, please attach appropriate evidence—for example, a certified copy* of your academic transcript and any additional information you have about the course, e.g. course description.

5. Credit Recognition Fee: A credit recognition fee is charged for all applications. This fee must be included with the application and is as follows:
 - Credit recognition from NZ Institutions
\$100 for 15 credits / \$200 for 30 credits or more.
 - Credit recognition from Overseas Institutions and RPL
\$200 for 15 credits / \$400 for 30 credits or more.

*A certified copy means a copy of your original documents, signed by a Justice of Peace (JP) or solicitor as being a true and accurate copy. You can find a list of Justices of the Peace in the yellow pages of the telephone book.

SECTION ONE | PERSONAL DETAILS

First name

What is your permanent/home postal address?

Street number and name

Surname / Family name

(as on your passport, birth certificate, marriage or civil union certificate)

Suburb

Town / City

Email

Postcode

I have completed the information on this form and attached the appropriate documentation.

signature

day

month

year

SECTION TWO | CREDIT RECOGNITION

PLEASE PROVIDE THE FOLLOWING INFORMATION

Carey course details

Course #
e.g. MB532

Course name
e.g. *Introduction to the New Testament*

Type of credit

CC-
Specified

CC-
Unspecified

Evidence

Transcript

Other

OFFICIAL USE ONLY

Credits recognised

Unspecified

Formation &
Fieldwork

Bible &
Theology

Mission &
Ministry

OFFICIAL USE ONLY

Administration fee received

Receipt #

day month year

Application verified by
Academic Director

day month year

Student file and database updated

day month year

Confirmation sent to student

day month year

Processing fee received

Amount \$

day month year

Receipt #