

Course Credit Procedures

1. The applicant submits an Admission Application Form (with the Tuition Registration Fee), and indicates the course(s) or Units of Competency for which they will be requesting Course Credit.
2. Where the entry criteria for study in the chosen program has been met, Le Cordon Bleu Australia (LCBA) sends the applicant a 'Provisional Letter of Offer', a Course Credit Application Form and the Units of Competency for each course for which the applicant will be requesting status.
3. The applicant submits the Course Credit Application Form with a portfolio of notarised documentary evidence of prior relevant learning and/or work experience. The Recognition of Prior Learning (RPL) evidence presented must be linked, point-by-point, to the Units of Competency supplied by LCBA. Academic Credit evidence must clearly identify for which course(s) or Units of Competency Course Credit is requested.
4. The balance of the tuition fees due, must accompany the Course Credit Application Form sent to LCBA. The applicant retains the 'Provisional Letter of Offer', which will be displaced by a 'Letter of Offer' sent by LCBA upon completion of the Course Credit process.
5. LCBA assesses the applicant's Course Credit Application Form, with evidence portfolio, and either awards or rejects application for Course Credit. LCBA may invite supplementary evidence from the applicant if the Course Credit Application Form and portfolio are unclear yet appear to have merit.
6. LCBA conveys, through a Letter of Offer, the decision to award/reject the Course Credit application. This letter also states the actual net program duration resulting from any status granted, and the tuition fees that apply.
7. The applicant responds to the Letter of Offer as detailed in the Admission Procedures of the LCBA Prospectus. Any Course Credit granted must be accepted in writing by the student, and this acceptance will be retained on the student's file.
8. The process of assessing applications for Course Credit will be conducted in a timely fashion by LCBA. However, where RPL assessment process is required, processing time may be subject to the availability of specialist assessors at different times of the year.
9. If the applicant is not satisfied with the Course Credit decision or the process followed, they may appeal in writing using the Academic Complaints process. (*See the Academic Appeals Policy.*)