

APPLICATION FOR RECOGNITION OF FORMAL★ PRIOR LEARNING

★ Note – if you are applying for recognition of **non-formal** prior learning, see instructions on second page.

PERSONAL DETAILS:

NAME: _____ STUDENT ID: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

PROGRAMME OF STUDY: Please indicate the AUT programme/qualification for which you are seeking credit.

Programme Code	Name of Programme/Qualification

PAPERS: Do you know the name and number of the AUT paper(s) you wish to receive credit for?

- ☐ No
☐ Yes, please complete:

Paper Number	Paper Name	Paper Number	Paper Name

PREVIOUS ACADEMIC HISTORY:

List papers or qualifications you have previously passed and wish to have considered for academic credit	Year Passed	Name of Institution	Name of Qualification

STUDENT DECLARATION:

1. I have enclosed:

- ☐ Certified copy of my academic results (including description of the grading system used).
☐ A description of all subjects completed including learning outcomes, level and hours.
☐ Payment of NZ\$73.60 administration fee (for credit from non AUT qualifications only).

2. **I declare** all the information supplied on this form and any attached information to be true and complete. I acknowledge that the University may decline my prior learning credit application if false information is supplied.

3. **I understand** that this application is subject to the academic regulations as specified in the current AUT Calendar.

Student Signature: _____

Date: _____

OFFICIAL USE ONLY						
AUT Paper Number	Credit Type	Points	Approved/ Declined	Assessor Name	Date	Entered on ARION by: (name/date)
						Reported to Exam Board on:

INFORMATION ON RECOGNITION OF PRIOR LEARNING (RPL)

You may apply for recognition of previous learning you have completed, either through **formal** study or through **non-formal** methods, such as life experience, work experience, on-the-job training, or teaching yourself. The official definitions of these two methods can be found in the [Recognition of Prior Learning Regulations](#)

RECOGNITION OF FORMAL PRIOR LEARNING (RFPL):

To apply for recognition of formal prior learning you must return the following to *Academic Registry, Private Bag 92006, Auckland 1142*:

1. A completed Application For Recognition of Prior Learning (see above);
 2. A [certified copy](#) of your academic results;
 3. A description of the grading system used for these results, plus a description of all subjects completed (taken from the institution's official handbook/calendar for the appropriate year, or other appropriate official documentation);
- Payment of NZ\$73.60 administration fee for credit from external study only. (Credit for study undertaken at AUT is processed free of charge).

Payment of the administration fee for RPL can be done online by visiting the Arion Website: <https://arion.aut.ac.nz>
For alternative methods of payment please visit the AUT Website: <http://www.aut.ac.nz/study-at-aut/fees-scholarships-and-finance/paying-your-fees>

RECOGNITION OF NON-FORMAL PRIOR LEARNING (RNPL):

Note: Students should not use the above application form when applying for recognition of their non-formal learning. To apply for Recognition of Non-formal Prior Learning refer to <http://www.aut.ac.nz/study-at-aut/apply-to-aut/recognition-of-prior-learning>

ALL RPL APPLICANTS SHOULD NOTE THE FOLLOWING IMPORTANT POINTS:

- Applications will not be processed in full until the administration fees are paid in full.
- Administration fees are non-refundable regardless of the outcome of the application.
- If paying by cheque, it should be made payable to "AUT University".
- There may be limitations as to the amount and type of credit granted. Please refer to the current AUT regulations or contact the appropriate faculty office for further information.
- Charges for the National Qualifications Framework (and any unit standards that may be involved) will be invoiced separately.
- Applications for credit should be commenced before enrolment processes are completed and before lectures commence in the semester for which credit is sought.
- Prior formal learning must normally have been undertaken within five years of the first date of enrolment into the programme for which credit is sought, or within such other time as may be specified in the programme regulation.
- Approval given for credit will remain valid for a period of 12 months. If you do not enrol within this period then credit granted for RPL in this programme is removed from your academic record.
- If your RPL application is successful, and as a result you will not be enrolled full-time, this may affect your eligibility to receive student loans and/or allowances. Please contact Study Link for further details.

Thank you for your application and we wish you every success in gaining recognition for your prior learning.

If you need more information or have any questions, contact the Student Hub - we're here to help

Yours sincerely

AUT Student Hub

0800 AUTUNI (0800 288 864)

studenthub@aut.ac.nz

www.studenthub.aut.ac.nz