



CREDIT RECOGNITION AND TRANSFER (CRT) APPLICATION AGREEMENT FORM

Application Information Please Read

You must supply evidence to support your CRT application

If not previously received for your application to study, BTI may request any of the following documentation:

- Qualifications: Certificates or Diplomas, academic transcript(s), course descriptions (learning objectives, outline, rationale, aims, intentions, content covered, assignments etc.), NZQA level of previous study.
AND/ OR
- Appropriate documentation or written evidence to support previous experience/ work (description, detailed curriculum vitae with supporting evidence, references or letter of support, work logs etc).

Consideration of CRT application by the assessor may involve:

- Learning Intentions: Previous study must be equivalent to the learning intentions of the BTI course(s)
- Course Content: Previous study must be equivalent to the content of the BTI course(s).
- Learning hours involved: These must be equivalent to or exceed the corresponding BTI course(s) (at BTI 1 credit = 10 learning hours)
- NZQA level of study: Previous study must be equivalent to or higher than the corresponding BTI course(s)
- Recency of study and/ or experience: Study elsewhere must have been undertaken within the timeframe of up to 5 years prior as specified by the relevant professional bodies
- The direct relevance of the qualification and/or experience to the special nature of the BTI programme

CRT FEES*

CRT Application Fee \$115

Charged for the assessment processing of a CRT (Credit Recognition and Transfer) application

CRT Administration Fee \$85 per course

Credit Recognition and Transfer administration fee **to be paid per fee paying course** should the applicant be approved for CRT

*Please note that these fees are non-refundable and are subject to change per annual review.

Please Note:

- The CRT assessment process will not commence until the completed CRT Application Agreement Form and confirmation of the CRT Application Fee having been paid is supplied to the Applications Administrator.
- CRT applications cannot be assessed until all required documentation has been received. Any delay in receiving requested documentation can impede enrolment into study.
- Cross Crediting (CC) applications close two weeks before the start of the BTI programme applied for.
- Recognition of Prior Learning (RPL) applications close four weeks before the start of the BTI programme applied for.
- If a completed CRT application is received after these dates, processing will be approved only at the Programme/Professional Lead/QA coordinator's discretion.

Name:

BTI Programme:

I am applying for Credit Recognition and Transfer (CRT) on the basis of:

☐ **Cross Credit (CC)**

Credit awarded from an accredited Tertiary Education Organisation (TEO)

☐ **Recognition of Prior Learning (RPL)**

For previous relevant informal or uncertificated learning/ experience/ work and/ or prior training that is outside the time frame specified in the CRT Policy (SA.22)

CRT Application Fee Payment

Please pay the CRT Application Fee of \$115 via one of the following options:

- **Internet Banking**

Payment Details:

Bank: Bank of New Zealand, Cameron Road Banking Centre, Tauranga, New Zealand

Account Name: Bethlehem Institute Ltd.

Account Number: 02 0466 0049930 00

Please include your name as a reference

If payment has been made via internet banking please supply evidence of payment as an attachment to the email when returning your completed CRT Application Agreement Form to applications@bti.ac.nz. Evidence can include a PDF copy, photo or an image that clearly shows the transaction.

- **Cash, EFTPOS or Credit Card onsite at BTI Reception**

- **Credit Card over the phone to BTI Reception**

Please call 0800 BETHLEHEM extension 0 to with your credit card details to process payment

If you require a receipt to be emailed to you please request this by emailing applications@bti.ac.nz

Agreement Statement:

1. I have read and understood the accompanying CRT Policy (SA.22) and am aware that consideration of my application for CRT may involve discussion(s) between myself and BTI staff. I am prepared to supply course outlines, completed assignments, transcripts and any other documentation at the request of BTI staff that would further support this application.
2. I have paid the CRT Application Processing Fee and confirmation of this payment has been supplied to the Applications Administrator. I understand that this fee is non-refundable regardless of the outcome of the CRT assessment.
3. Should the assessment of my supplied documentation be approved for CRT, I am aware that I will be required to pay the total CRT Administration Fee and confirmation of this payment will be supplied to the Applications Administrator prior to enrolment into the BTI programme of study.

Signed:

Date:

Please return completed CRT Application Agreement Form to applications@bti.ac.nz