
National Academy of Professional Studies (NAPS)

NAPS SS016F1

Application For Recognition of Prior Learning (RPL)

Students who wish to apply for RPL need to complete this form and indicate that they have done so on their NAPS Application. To ensure timely processing, it needs to be submitted to the Admissions Office with required supporting documents at least two months prior to your first term.

Before completing this form:

Step 1: Read the NAPS RPL Policy on the NAPS website to determine if you are eligible.

Step 2: If you would like assistance, contact NAPS Student Services to discuss your background, experience and previous qualifications who can advise if you are likely to be eligible for RPL or Credit Transfer or Advanced Standing. Student Services may need to refer you to the Dean or the Dean’s nominee.

Step 3: If you decide to proceed with your Application for RPL, complete and submit this form with preferably your NAPS Application form, or with your Enrolment Form, to the Admissions Team.

Step 4: RPL Applications lodged with a NAPS Application form will be advised of the outcome in the Offer Letter, if the admission application is successful. Those requesting RPL with their Enrolment forms, will be advised of the outcome in their Confirmation of Enrolment letter.

Step 5: If your RPL application is granted, you will have an alternate course timetable with adjusted attendance and fees accordingly.

Student’s Personal Details

Full Name	
Student Number (if applicable)	
Address	
Email	
Mobile Number	
Course	
Term you wish to begin	
Place of Employment (if applicable)	

Please list units for which you are applying RPL and attach certified copies of relevant transcript(s), testamurs or evidence of qualifications.

Details of Previous Study				Equivalent units in NAPS		Office use	
Unit Code	Institution	Year	Unit title	Unit Code	Unit Title	G	R

Add extra pages if needed

Attachments: Transcript Unit Outline(s) Other

Declaration by Student

I confirm that the information I have provided in this application is true and correct.

Student's signature: _____

Date _____

Office use only

Academic (Dean's Office)	Student Services Officer					
Assessed by: Dean/Nominee (specify) Date assessed (Please indicate clearly) <input type="checkbox"/> Granted <input type="checkbox"/> Refused Number of units credited: Total %volume of credit points: Adjusted Course Duration: Approved by Dean or Nominee (specify and sign) Date:	Remaining Units: _____ Tuition Fees: _____ Misc. Fees: _____ Total Fees: _____	<input type="checkbox"/> Update academic record <input type="checkbox"/> Update database Processed by: Date:				
Notes: (indicate if approval is subject to conditions. Attach a separate memo if necessary and indicate that in this section)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #d9e1f2;"> <th style="width: 50%; text-align: left;">Admissions:</th> <th style="width: 50%; text-align: left;">Accounts:</th> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> L.O.O <input type="checkbox"/> C.O.E Processed by: Date: </td> <td style="vertical-align: top;"> Payment: Processed by: Date: </td> </tr> </table>	Admissions:	Accounts:	<input type="checkbox"/> L.O.O <input type="checkbox"/> C.O.E Processed by: Date:	Payment: Processed by: Date:	
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