

APPLICATION FOR ACADEMIC CREDIT (FE and HE) – APL Claim Form

(Please consult the Guidance Notes for Applicants before completing this form)



PART A (Personal Details) - to be completed by the applicant (please complete in block capitals)

Student Code: _____ Surname: _____ Date of Birth: ____/____/____
 Programme Title: _____ Forename(s): _____ Post Code: _____
 Programme Code: _____ Address: _____ Tel No: _____

PART B (APL Claim for Individual Modules) - to be completed by the applicant (please complete in block capitals)

Modules and specific credit being claimed

Module Title	Module Code	Specific Credit Claimed		APCL Evidence (Qualification and Year Awarded)	APEL Evidence	Specific Credit Approved (for academic use only)	
		Level	Number of Credits			Yes (initial)	No (initial)

PART C (APL Claim for an Entire Stage/Phase) - to be completed by the applicant (please complete in block capitals)

Stage(s)/Phase(s) and specific credit being claimed

Stage/Phase	Specific Credit Claimed		APCL Evidence (Qualification and Year Awarded)	APEL Evidence	Specific Credit Approved (for academic use only)	
	Level	Number of Credits			Yes (initial)	No (initial)

PLEASE RETURN THIS FORM TO THE PROGRAMME LEADER

PART D (Assessment) - to be completed by the academic assessor(s)

Academic comments i.e. reason for approval/rejection

Academic Assessor's Name (Print) Faculty

Academic Assessor's Signature Date

Please return this form to the relevant Programme Leader

PART E (Authorisation/Assessment in the case of APEL claims) - to be completed by the relevant Programme Leader

Programme Leader's Name (Print) Faculty

Programme Leader's Signature Date

Please return this form to the APL Administrative Coordinator at Kedleston Road who will notify the applicant of the outcome and record any credits on the Student Records System (Epsom).

PART F - to be completed by the APL Administrative Coordinator

Date received Signature

Total Fee Due (APEL only) Amount Paid

Date recorded on logging form Signature

Approved credit entered on to SRS by