



Instructions: Please read the *Advanced Standing Policy (HE)* before starting this application and complete all sections of the form thoroughly and accurately. Failure to do so may result in your application being rejected.

Family Name: Given Name:

Email Address: Contact Number:

Student ID: Date of Birth:

1 Le Cordon Bleu course for which you are seeking credit towards

Course name:

2 Have you previously submitted an application for credit towards this course? Yes No

3 Complete the following in relation to your previous studies

Institution Name: Country:

Course of study: Start Date End Date

Institution Name: Country:

Course of study: Start Date End Date

Institution Name: Country:

Course of study: Start Date End Date

4 The following evidence must be provided for assessment to be completed *(all evidence must be submitted electronically)*

- Certified copy of academic transcript/statement.
- Certified copy of certificate/parchment (only applicable if qualification is complete).
- Course information, including course learning outcomes and curriculum.
- Relevant unit outline or subject information guide, including learning outcomes, contact hours, topics, assessments and credit points.

Note: Original academic transcripts and supporting documents must be sighted and certified by a Le Cordon Bleu staff member or a Justice of the Peace and must be in English or translated by an accredited translator.

5 List each Le Cordon Bleu unit of study you are seeking credit for:
(refer to current brochure [here](#) for unit names)

Code and name of completed unit of study

Code and name of Le Cordon Bleu unit of study

Assessor Use Only

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Applicant Declaration: By submitting this form you agree to the terms and conditions of LCBA's *Advanced Standing Policy (HE)* and will be bound by the decision made thereto. For LCBA academic policies, refer [here](#).

Le Cordon Bleu Administrative Use Only

Received by Completed by

Date received Date completed Date completed

Is sufficient and appropriate evidence provided for a valid application? Yes No