

# Cross Institutional Students Application for Admission & Enrolment



This form is for students who wish to take approved courses at the University of Adelaide (the host institution) for credit towards their studies at their home institution.

## SECTION 1: PERSONAL DATA

ID:	Title (Mr, Ms, Dr):	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Family Name:	Other Names:		
Previous Name: (if applicable)	Date of Birth: (DD/MM/YYYY)		_ _ / _ _ / _ _ _ _
Home Address: <small>International students must provide an overseas address.</small>	Suburb/Town:	State/Country:	Post Code:
Mailing Address: <small>International students must provide an Australian address.</small>	Suburb/Town:	State/Country:	Post Code:
Email Address:			
Telephone:	Home: (    )	Work: (    )	Mobile:

Have you previously studied at the University of Adelaide? Yes  No  If yes, please provide Student ID:

## SECTION 2: COURSE ENROLMENT DETAILS

- The information you require to complete this section of the form is available on the University's On-line Course Planner at <http://access.adelaide.edu.au/courses/search.asp>. You can conduct a search to view the course description, subject area and catalogue number and the number of class components that you must attend, the timetable and the fee applicable to that course.
- There will usually be more than one class for each course. If there is more than 1 option for a class activity, you must nominate up to 3 preferences in the spaces below.

Indicate if your program is (tick only one box): Undergraduate (XUGRD) :  OR Postgraduate (XPGCW) :

### COURSE 1

Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number (Preference 1)	Class Number (Preference 2)	Class Number (Preference 3)	Units

### COURSE 2

Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number (Preference 1)	Class Number (Preference 2)	Class Number (Preference 3)	Units

### COURSE 3

Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number (Preference 1)	Class Number (Preference 2)	Class Number (Preference 3)	Units

COURSE 4								
Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number (Preference 1)	Class Number (Preference 2)	Class Number (Preference 3)	Units

Home Institution			
Institution where currently enrolled:		Year you commenced award?	
Are you an international fee paying or sponsored student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	For further information on fees see the general rules and conditions on the back of this form.	
Are you Commonwealth supported for this award at your home institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a domestic fee paying student?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Equivalent Courses at Home Institution		Code/Level	Points

**This section must be completed by an authorised member of staff at your Home Institution.**

This student is authorised to study the course/s or topics listed above for credit towards the award of \_\_\_\_\_ at the value indicated above.

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_ Position: \_\_\_\_\_

**This section must be completed by an authorised member of staff at the University of Adelaide**

This student is authorised to study the course/s or topics listed above.

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_ Position: \_\_\_\_\_

**Declaration**

I have read and understood the general rules and conditions set out on the back of this form. I agree to abide by the same Statutes, Regulations, Rules and Policies and other such conditions as may be stipulated from time to time as applying to students enrolled in Award programs. I consent to the exchange of information concerning my student record between the University of Adelaide and my home university. I understand that if any information provided by me is subsequently found to be incomplete, incorrect or misleading, the University may elect to terminate my enrolment from a date to be determined by the University, or deem my enrolment to be void from the date of enrolment without any liability on the part of the University. The University is not obliged to reimburse any costs and expenses I have paid or incurred as a consequence of my enrolment. I understand that I will receive my invoice electronically via Access Adelaide and that an email will be sent to my University of Adelaide student email account notifying me when an invoice is available.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Informed Consent – International students**

I understand that:

- My home university is required to report certain details regarding my enrolment and academic performance to DEST, DFEEST and DIAC under the Education Services for Overseas Students Act 2000 (Cth), and these reports can have implications for my student visa.
- The University of Adelaide may provide to DEST, DFEEST and DIAC or my home institution information on my enrolment or academic performance to assist this purpose;
- The University of Adelaide will not otherwise disclose the information without my consent unless required or authorised by law or to reduce the threat to the life or safety of any person, as outlined in the University's Privacy Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Informed Consent – Domestic students**

I understand that:

- The University of Adelaide is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education student Support Number (CHESSN) to me;
- The University of Adelaide will disclose this information to the Department of Education, Science and Training (DEST) for those purposes;
- DEST will store the information securely in the Higher Education Information Management System;
- DEST may disclose the information to the Tax Office; and
- The University of Adelaide will not otherwise disclose the information without my consent unless required or authorised by law or to reduce the threat to the life or safety of any person, as outlined in the University's Privacy Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 3: STATISTICAL INFORMATION (you must complete this section)

The information you provide below is required by the Commonwealth Government. The University undertakes to provide the information to the Commonwealth Government as statistical data only and will not provide information that identifies individual students.

1. Are you of Aboriginal or Torres Strait Islander origin?  Yes  No

If yes, please select one of the following:

- Aboriginal  
 Torres Strait Islander  
 Aboriginal and Torres Strait Islander

2. Citizenship and residence status during this semester (tick only one box)

- (1)  Australian Citizen  
(2)  New Zealand Citizen  
(3)  Permanent resident status (excluding New Zealand citizenship).  
(4)  Temporary entry permit/visa or you are a diplomat or dependant of a diplomat (except New Zealand) and reside in Australia during the semester  
(5)  Reside overseas during the semester and are NOT an Australian or New Zealand citizen and you do NOT have permanent resident status

Country of Citizenship: \_\_\_\_\_

Day, month and year permanent residence was granted

	Day	Month	Year
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3. In what country is your PERMANENT home address?

- Australia  
 Other

If you answered 'Australia' please provide the postcode for the address of your permanent home residence: \_\_\_\_\_

If you answered 'Other' please provide the name of the country: \_\_\_\_\_

4. In what country were you born?

- Australia  
 Overseas Country

Name of Country: \_\_\_\_\_

Year of first arrival in Australia:

5. Do you speak a language other than English at your permanent home residence?  Yes  No

If you answered yes, please tick a box:  Italian  Greek  Cantonese  Mandarin  Vietnamese  Arabic  Other

Please specify other language: \_\_\_\_\_

6. This question is for domestic students only. If you are enrolling at University for the first time and have completed Year 12 in the last year

Enter the postcode of your permanent home residence in your last year of secondary studies:

Enter the suburb or town or locality of your permanent home residence in your last year of secondary studies: \_\_\_\_\_

7. What education had you completed before your current program? All questions must be answered.

Post-Graduate Program of any type (Higher Doctorate, PhD, Master's Preliminary or Qualifying, PG Certificate):

- (1)  Never commenced  
(2)  Commenced but not all requirements completed  
(3)  Completed all requirements for the award

If you answered 2 or 3, please provide:

Last year of enrolment:

Bachelor Degree at any institution:

- (1)  Never commenced  
(2)  Commenced but not all requirements completed  
(3)  Completed all requirements for the award

If you answered 2 or 3, please provide:

Last year of enrolment:

Advanced Diploma, Diploma, or Associate Diploma studied at CAE, University, Teacher's College or an Institute of Technology, Advanced Education or Tertiary Education - (Non Vocational Education & Training (VET) Sub-Degree Program):

- (1)  Never commenced  
(2)  Commenced but not all requirements completed  
(3)  Completed all requirements for the award

If you answered 2 or 3, please provide:

Last year of enrolment:

**Advanced Diploma, Diploma or Associate Diploma studied at Technical & Further Education (TAFE) or Technical College - (Vocational Education & Training (VET) Award Program):**

- (1)  Never commenced
- (2)  Commenced but not all requirements completed
- (3)  Completed all requirements for the award

If you answered 2 or 3, please provide:

Last year of enrolment:

**Final Year of Secondary Education at a High School, or TAFE:**

- (1)  Never commenced
- (2)  Completed

If you answered 2, please provide:

The year in which you completed the final year of secondary education:

**Other qualification:**

- (1)  Never commenced
- (2)  Completed

If you answered 2, please provide:

The year the requirements for the qualification or certification were completed:

**SECTION 4: EMERGENCY CONTACT**

<b>Full Name:</b>				<b>Relationship:</b>
<b>Residential Address:</b>				
<b>Telephone Contact:</b>	Home:	Work:	Mobile:	

**SECTION 5: LIBRARY SERVICES**

Do you give permission for your name to be disclosed to a reader who wishes urgently to consult a book that you have on loan from the library?

- Yes  No

**SECTION 6: EXTERNAL STUDENTS ONLY**

Do you give permission for your name to be released to another external student?  Yes  No

**SECTION 7: DISABILITY SUPPORT SERVICES (optional)**

Please note that this information will be treated with utmost confidentiality. It is requested for the purpose of providing appropriate student support. Please contact the Disability Liaison Officer for further assistance.

Do you have a disability, impairment or long-term medical condition, which may affect your studies?

- Yes  No

If yes, please indicate the area(s) of impairment:

- Hearing  Learning  Mobility  Vision  Medical  Other

If yes, would you like to receive advice on support services, equipment, and facilities that may assist you?

- Yes  No

# GENERAL RULES AND CONDITIONS

*Please read this information carefully.*

## **Cross-Institutional Students**

Students enrolled in a program of study at one higher education institution who want to count courses offered at one (or more) other universities as part of their award may be admitted to such courses as cross-institutional students.

## **Home Institution**

The university at which the award is to be completed is referred to as the home institution. For advice on submitting your application for enrolment as a cross-institutional student, consult your Faculty/School administrator at the home institution.

## **Host University**

The University of Adelaide is the "host" university at which cross enrolment in courses is sought. You will need to obtain permission from your home institution before lodging this form with the University of Adelaide.

## **Quotas**

Normal quotas that form part of selection processes to award programs do not apply. However, the University of Adelaide may not admit cross-institutional students in cases where insufficient places are available for its own students.

## **Conditions of Admission**

Cross-institutional students are subject to the same statutes, regulations, rules and policies as apply to students enrolled in an award course at the University of Adelaide. These statutes, regulations, rules and policies relate to attendance at classes, performance or work, discipline, conduct and progress and are to be found in the University's publications.

If a cross-institutional student is subsequently admitted to a program leading to an award at the University of Adelaide courses passed while enrolled on a cross-institutional basis may only be counted towards an award if specifically approved by the relevant Faculty or School.

## **Invoices and Commonwealth Assistance Notices**

All invoices and Commonwealth Assistance Notices are generated electronically through Access Adelaide. Emails are sent to University of Adelaide student email accounts advising when an invoice/notice is available.

## **Fee Status**

- If you are a Commonwealth Supported student you must complete a Request for Commonwealth Support and HECS-HELP form. This includes students who are New Zealand Citizens and Permanent Residents who are eligible to enrol as Commonwealth Supported students.
- Domestic fee paying students may be eligible to apply for FEE-HELP assistance by completing the Request for FEE-HELP Assistance form.
- International students will be liable for international tuition fees.

## **Request for Commonwealth Support and HECS-HELP**

Commonwealth Supported students must read the Information for Commonwealth Supported Students booklet, available from <http://www.goingtouni.gov.au> to understand their obligations (hardcopy is available from the Student Centre) before completing a request for Commonwealth Support and HECS-HELP form. This form must be submitted to the University of Adelaide before the census date. There are 2 versions of this form, a pre 2005 student version and a new student commencing in or after 2005 version. You must complete the correct form depending on when you commenced your studies at your home Institution.

## **Request for FEE-HELP Assistance**

Fee paying domestic students must read the Information for FEE-HELP Information booklet, available from <http://www.goingtouni.gov.au> to understand their obligations (hardcopy is available from the Student Centre) before completing a request for FEE-HELP assistance form. This form must be submitted to the University of Adelaide before the census date.

## **Withdrawal**

If you wish to withdraw from your cross institutional course you must officially withdraw on the Course Drop form of the University of Adelaide. If you do not wish to consume Student Learning Entitlement (SLE) or incur a Student Contribution/Tuition charge, the Course Drop form must be lodged before the census date, 25 January (Summer Semester), 31 March (Semester 1) or 31 August (Semester 2). Withdrawals lodged after these dates may be permitted but you will consume SLE and incur a Student Contribution/Tuition charge

## **TO LODGE THIS FORM:**

1. Choose the course(s) you wish to study at the University of Adelaide and enter the details in Section 2.
2. Obtain authorisation from your home institution by having the form signed by an authorised person from your home institution.
3. Obtain authorisation from the University of Adelaide by having the form signed by the appropriate authorised person or persons from the University.
4. Make sure you complete all sections of the form and take a copy of the signed form for your personal records.
5. Present the completed and signed form to the relevant Faculty/School Office at the University of Adelaide as your authority to enrol together with your completed Request for Commonwealth Support and HECS-HELP form (Faculty/School will advise which version of the form to use). Consult the relevant Faculty/School Administrator to determine enrolment dates and procedures.
6. It is your responsibility to relay results to your home institution to confirm your credit/status for those course(s). Your home institution, however, has the authority to request these results from the University of Adelaide.