



Application to Study Elsewhere on a Cross-Institutional Basis

1. Personal and program details

Family name University ID **U**

Given names Student type: Domestic International

**Students must check their ANU student email account regularly while attending a host institution.
Official and important University information is sent to student email accounts only.**

Program/degree name

Will the courses listed below complete your ANU program/degree requirements? Yes No

Do you intend to study ANU courses at the same time as your cross-institutional studies? Yes No

2. Host Institution enrolment

ANU Student Central
Division of Student Administration

At which institution do you wish to enrol?

courses to study	Course code (e.g. POLS1002)	Semester/Session/Trimester	Course Name

You must attach the course outline of each course you wish to enrol in with this application.

3. Student declaration—Signature

I have read and understand the terms and conditions set out on the second page of this form. I consent to the exchange of my details of my academic record between the ANU and the Host Institution.
(Please note that you must tick 'yes' to this statement for your application to be processed and that ticking 'yes' on this electronic form is the legal equivalent to signing your signature on a paper form)

Yes Date

DD/MM/YYYY

4. Office use only

Expected credit to be granted	Host Institution course code	ANU Credit to be Awarded on Completion (Course Code)	ANU Units

	DA 1	DA 2	ASQO	Processed on system
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name				
Signature				
Date				



Application to Study Elsewhere on a Cross-Institutional Basis

Please read these notes before completing the form

Who should apply?

Students who wish to complete course(s) at another Australian tertiary institution to count towards their ANU program/degree.

NOTE: If you wish to apply it is your responsibility to find all course and host institution information via the Host Institutions website or other publications.

When should this form be submitted?

This form should be submitted the semester/session/trimester before the requested course(s) commence at the Host Institution. A minimum of 2 weeks should be given to allow for consideration and approval time. It is your responsibility to be aware of any enrolment deadlines at the Host Institution and to allow ample time for ANU approval.

Where should the form be submitted?

This form should be submitted to your College Office with attached course outlines of the course(s) you wish to complete.

What else do you need to know?

Application: You must complete questions 1 to 3 on this form and attach course outlines. You are encouraged to seek advice from a College Student Advisor at ANU before applying to study cross-institutionally. If approved it is your responsibility to arrange enrolment at the Host Institution.

Credit: When you complete the approved courses at the Host Institution it is your responsibility to arrange a copy of an official transcript to be submitted to the ANU for the granting of course credit. You can apply for credit by using the form located at <http://students.anu.edu.au/manage/course-credit.php> and submitting it to the College Office with your official transcript from the Host Institution attached. You should also note on the application that you were approved to study cross-institutionally.

Conditions: Students must consult with their respective ANU College Office to determine whether conditions on a cross-institutional enrolment exist.

NOTE: ANU cross-institutional students are normally subject to the same statutes, regulations and rules of the Host Institution as apply to students enrolled in an award program at the Host Institution. These statutes, regulations and rules relate to admission, attendance at classes, Census Date, performance or work, discipline, conduct and progress and are to be found in the publications of the Host Institution.

A student who enrolls at ANU but subsequently decides not to proceed with the ANU enrolment but to study elsewhere on a cross-institutional basis must ensure that the ANU enrolment is cancelled. Failure to do so may result in an additional HECS/Fee liability and failure in the courses.

Host Institution: The institution at which cross enrolment in courses is sought is referred to as the 'Host Institution'. One application form must be completed for each host institution to which you wish to apply.

Fees: ANU cross-institutional students will be charged fees for the courses undertaken at the Host Institution on the basis of their fee paying type at the ANU, unless designated otherwise by the Host Institution. HECS liable students are required to complete a HECS/Fee Help request (eCAF) form at the Host Institution and will be required to provide written evidence of their status at their Home Institution. For advice on the fees payable, consult the fees office at the Host Institution.

Withdrawal: Students withdrawing from a course at the Host Institution who do not wish to incur a HECS liability for the semester concerned must officially withdraw at that institution. Check with the Host Institution for enrolment variation and withdrawal requirements. Students must also advise the ANU that they are not proceeding with the cross-institutional enrolment if they withdraw from all courses at the Host Institution.

Re-enrolment at ANU: Students returning to ANU from cross-institutional study must re-enrol via ISIS by the appropriate deadlines. These deadlines can be found in the Key Dates Guide. Copies of the Key Dates Guide are available at Student Central and College Offices. The complete version of the Key Dates Guide is available online at <http://students.anu.edu.au/manage/dates.php>.

Students must check their student email account regularly.

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