

# AX



## Application for Cross-institutional Enrolment Form

To be completed by ACU students applying to enrol in unit/s at another University on a cross-institutional basis.

*Do not use this form* if you are a Research student - Contact the Office of Research.

### Section A Personal Details

Student ID

Family Name \_\_\_\_\_

Daytime or Mobile Number \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Course Name \_\_\_\_\_

Campus \_\_\_\_\_

Are you an international student? Yes  No

*I confirm that I have read and understood the instructions on the reverse side of this form.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section B Proposed Cross-institutional Study

Name of Host University \_\_\_\_\_

Campus \_\_\_\_\_

Host University Enrolment			ACU National Equivalent Unit			
Unit Code	Unit Title	Credit Points	Unit Code		Credit Points	Study Period

Please tick the **ACU National** study period/s you will be studying as a cross-institutional student at the host University.

Semester 1     Semester 2     Other: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Section C Approval by ACU National Course Co-ordinator

I certify that upon successful completion the proposed enrolment/s will gain credit towards ACU National equivalent unit/s as listed above.

ACU National Course Co-ordinator name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Telephone number: \_\_\_\_\_ Date: \_\_\_\_\_

### Section D Approval by Host University

The above cross-institutional enrolment is approved.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Institution: \_\_\_\_\_ Date: \_\_\_\_\_

### Office use Only (Enrolments)

School / Faculty Advised	Retained Student File	Comment in SPACMNT	Year / Study Period

# AX – Application for Cross-institutional Enrolment

## ACU students completing unit/s at another University

### When to complete the AX – Application for Cross-institutional Enrolment Form

An "AX" Application for Cross-institutional Enrolment is used by commonwealth-supported or fee-paying students who wish to complete unit/s that are offered at another university (host university) and have the unit/s completed credited to their ACU degree.

An "AX" Cross-institutional form can be used for any study period in the current academic year. If you are planning to continue to study as a cross-institutional student into the next academic year you must complete a new Application for Cross-institutional Enrolment form.

Prior to completing an "AX" form it is highly recommended that you read and understand the policies and procedures for applying for cross-institutional enrolment that is provided at the myACU website:

[http://my.acu.edu.au/student/managing\\_your\\_studies/enrolment/enrol\\_2007/information\\_for\\_students/how\\_to\\_enrol\\_for\\_2007/new\\_students/cross-institutional\\_studies](http://my.acu.edu.au/student/managing_your_studies/enrolment/enrol_2007/information_for_students/how_to_enrol_for_2007/new_students/cross-institutional_studies)

### How to complete the AX – Application for Cross-institutional Enrolment Form

#### Completing the "AX" form

- Complete Section A, and attach the unit/s outline/s (available from the host university) of the unit/s you are applying for prior to submitting the "AX" form to your ACU National Course Co-ordinator.
- The ACU National Course Co-ordinator determines whether the unit/s you are applying for at the host university are equivalent and will be credited towards your award at ACU National and completes Section B and C of this form.
- The Course Co-ordinator must return the original form to you.
- Take the authorised form to the relevant department of the host university for approval.
- The authorised staff member at the host university completes Section D of this form, approving your enrolment in the unit/s indicated.
- Photocopy the completed "AX" form for your records and lodge the original at the Student Centre located on your campus or post directly to:

Enrolments Section  
Australian Catholic University  
Locked Bag 4115  
Fitzroy MDC VIC 3065

- When you have completed the approved cross-institutional unit/s you must lodge the original or a certified copy of official result/s from the host university at the Student Centre located on your campus or post directly to the Enrolments Section at ACU National (address above).
- Credit for unit/s successfully completed at the host university will be recorded on your ACU National academic transcript.

#### NOTE:

You will be invoiced for the unit/s you are studying on a cross-institutional basis by the host university according to how the particular unit is offered (i.e. if the unit is offered on a fee-paying basis, you will pay the allocated cost for the unit), **even if you are enrolled at ACU National in a Commonwealth-supported place.**

#### IMPORTANT:

It is your responsibility to lodge the completed and authorised "AX" form with Student Administration prior to you commencing studies at the host university. Failure to do so could result in the unit/s you complete at the host university not being recorded as credit on your academic transcript.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE FORM IS COMPLETED CORRECTLY, AUTHORISED WITH YOUR SIGNATURE AND APPROVED BY THE COURSE CO-ORDINATOR. FAILURE TO DO SO MAY RESULT IN THIS APPLICATION NOT BEING PROCESSED.**