

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.

Section A Personal Details

Student ID

Family Name _____ Contact number _____

Given Name(s) _____ Campus _____

Course _____

Are you an international student? Yes No

I confirm that I have read and understood the instructions on the reverse of this form. I agree that grades and other information relating to my cross-institutional enrolment may be shared between ACU and the host university.

Student signature _____ Date _____

Section B Proposed Cross-institutional Study

Name of host university _____

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

Please tick the **ACU study period/s** in which you will undertake cross-institutional study at the host University.

Semester 1 Semester 2 Other: From ____ / ____ / ____ To ____ / ____ / ____

Section C Approval by ACU Course Coordinator

I certify that upon successful completion, the proposed enrolment/s will be credited towards ACU equivalent unit/s as listed above.

ACU Course Coordinator name _____ Signature _____

Contact telephone number _____ Date _____

Office use only

IEO office advised	Student File	Comment	Year / Study Period

When to complete the Application for Cross-institutional Enrolment Form

An AX form is used by students who wish to gain credit towards their ACU degree for units completed at another university (host university).

An AX 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 AX form.

Prior to completing this form, it is highly recommended that you visit:

<https://www.acu.edu.au/study-at-acu/how-to-apply/cross-institutional-study> for further information on applying for cross-institutional enrolment.

How to complete the Application for Cross-institutional Enrolment Form

- Complete Section A and attach the unit/s outline/s (available from the host university) prior to submitting to your ACU Course Coordinator.
- The ACU Course Coordinator completes Section B and C, assessing whether the unit/s you are applying for can be credited towards your award at ACU.
- The Course Coordinator must return the original form to you.
- Photocopy the completed AX form for your records and lodge the original at the AskACU Centre located on your campus or post to:

Enrolments, Fees and Scholarships
Australian Catholic University
Locked Bag 4115
Fitzroy MDC VIC 3065

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

Important

You must lodge the completed AX form with Student Administration prior to commencing studies at the host university. Failure to do so could result in the unit/s not being recorded as credit on your ACU academic transcript.

After completion of cross-institutional units

Lodge a **certified official Academic Transcript** from the host university at the AskACU Centre or post to Enrolments, Fees and Scholarships at ACU (address above).

Credit for unit/s successfully completed at the host university will then be recorded on your ACU academic transcript.