

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

Full Name _____

Contact number _____

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	Unit Title	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 _____

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.

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 will submit the form to Enrolments.

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 copy** of official result/s from the host university at the AskACU Centre or you can email Enrolments, Fees and Scholarships at Enrolments@acu.edu.au

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