### 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**
  - ____________________

<table>
<thead>
<tr>
<th>Host University Enrolment</th>
<th>ACU Equivalent Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Code</strong></td>
<td><strong>Unit Title</strong></td>
</tr>
<tr>
<td>____________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>IEO office advised</th>
<th>Student File</th>
<th>Comment</th>
<th>Year / Study Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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: http://students.acu.edu.au/administration_and_enrolment/Enrolment/enrolling_in_units/cross-institutional_studies/ 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.