# Application for Cross Institutional Study (Outbound)

This form is to be used by students who study at Federation University (home provider) and wish to study at another university in Australia (host provider, e.g., Deakin).

## Personal Details:
- **Title**
- **First Name**
- **Other Names**
- **Family Name**
- **Date of Birth**
- **Are you an International Student studying in Australia?**
  - Yes
  - No

## Contact Details:
- **Mailing Address**
- **International Home Telephone** (If applicable)
- **Australian Mobile**
- **Australian Home Telephone (0011 + Country Code)**

## What is your Citizenship and/or Residence status?
- **Australian Citizen**
- **New Zealand Citizen**
- **Other Status**
- **Temporary Entry Permit (Student Visa)**
  - Visa Subclass
- **Holder of a Permanent Humanitarian Visa**
  - Visa Subclass
  - Date Permanent Residency Granted
- **Holder of a Permanent Resident Visa**
  - Visa Subclass
  - Attached

## Current Federation University Program Details (Home Provider):
- **Program Name**
- **Program Code**
- **Year Level**
- **Academic Career**
- **Academic Plan Name** (If applicable)
  - (e.g., Strand, Major, Minor)
- **Academic Plan Code** (If applicable)
- **Commenced Current Program**
- **Completed?**
  - Yes
  - No

## If concurrently enrolled at Federation University, what is your payment option? Please indicate one payment option below

### HECS-liable students
- 201 deferred all or part of student contribution through HECS-HELP
  - (Australian Citizen or holder of a Permanent Humanitarian Visa)
- 202 paid the full student contribution up-front with HECS-HELP discount
  - (Australian Citizen or holder of a Permanent Humanitarian Visa)
- 203 paid the full student contribution up-front without HECS-HELP discount
  - (New Zealand Citizen of holder of a Permanent Visa)

### Fee-paying non-overseas students
- 301 a domestic student enrolled in a non-Award course (other than an enabling course)
- 302 paid full Award or Enabling course tuition fee

### Commonwealth supported students. (If applicable)
- **Are you a pre-2008 student?**
  - Yes
  - No

## Distribution List:
- [ ] Student Administration
- [ ] School
<table>
<thead>
<tr>
<th><strong>Host Provider Details:</strong> (For example, Deakin)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Host university</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Country</strong></td>
</tr>
<tr>
<td><strong>Suburb/Town/City</strong></td>
</tr>
<tr>
<td><strong>State</strong></td>
</tr>
<tr>
<td><strong>Post Code</strong></td>
</tr>
</tbody>
</table>

| **Program Name** |
| **Program Code** |
| **Year Level** |

| **Strand/Major/Minor Name** (If applicable) |
| **Strand/Major/Minor Code** (If applicable) |

| **Academic Career** Undergraduate | Postgraduate |

| **Date Commencing Study** |
| **Date Completing Study** |

| **Payment Option** Domestic Fee Paying | Commonwealth Supported Place (CSP) | International Fee Paying |

| **Host Program Coordinator Name** |
| **Host Program Coordinator Telephone** |
| **Host Program Coord. Email** |
| **Host Program Coord. Signature** |

Declarations:
- I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Federation University Australia.
- I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.
- I authorise the University to process my application for cross institutional study (outbound), effective from the date this form is lodged at Student Administration.

| **Student Signature** |
| **Date** |

Federation University School Approval:
- Will the student be receiving Credit Transfers for successfully completed cross institutional study? Yes | No |
- Does the student have a CSP at FedUni? Yes | No |
- Is the student on approved leave? Yes | No |

| **FedUni Program Coordinator Name** |
| **FedUni Program Coord. Signature** |

Return original to student for host signatures. Once host Program Co-ordinator has signed, students is to send a copy to FedUni School and Student Administration, Mt Helen.

Student Administration (Office Use)
- Entered by: |
| **Date** |

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Personal Information. Private and Confidential
What is Cross-Institutional Program

A cross-institutional program is a program of study comprising a course, or a set of courses of study being undertaken with one provider (the host provider eg Deakin University) as part of a course of study for which you are enrolled with another provider (the home provider – FedUni).

If you are currently enrolled in a FedUni program and wish to study at another Australian institution (host institution) you may apply to study single courses on a cross-institutional (outbound) basis.

Application Closing Date

The attached Application for cross-institutional study (outbound) must be submitted to the relevant FedUni school by the relevant semester.

For school contact details, please refer to the appropriate school page at federation.edu.au

You will receive written notification of the outcome of your application once it has been processed.

Enrolment at Federation University

You must ensure that you maintain your place in your FedUni program by ensuring you are enrolled. This means that if undertaking courses at FedUni and the host provider concurrently, you are still required to enrol into your FedUni program for the relevant semester.

Alternatively, if you are undertaking all courses at the host institution for a given semester, you must submit an Application for Leave form (available from Student Administration) for the relevant semester.

Fees for Commonwealth Supported Students

Cross-institutional outbound students will not be charged a student contribution amount by FedUni, instead, the student contribution amount is assessed by the host provider and may not necessarily be equal to the student contribution amount that would have been incurred had the course of study been undertaken at FedUni.

Withdrawal

If you cancel your enrolment or withdraw from course/s at the host provider, you must notify FedUni of these changes. You need to do this by submitting the relevant paperwork by the semester census date to your host provider to avoid financial and academic penalties. You must also notify your FedUni program coordinator.

Further Information

For further information, please contact Student Administration.

Comments: