Federation
UNIVERSITY · AUSTRALIA

Application for Cross Institutional Study (Outbound)

FedUni Student ID Number

Campus and Location

Campus Code

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, eg Deakin).

Personal Details:

Title

First Name

Other Names

Family Name

Date of Birth: d d / m m / y y y y

Are you an International Student studying in Australia? yes no

Contact Details:

Australian Mobile

Australian Home Telephone ( )

International Home Telephone 0011 + *Country Code* ( ) *(If applicable)*

Mailing Address

Suburb/Town/City

Country

State

Post Code

Uni eMail

What is your Citizenship and/or Residence status?

Australian Citizen

If you were born outside Australia and have gained Australian Citizenship, you must supply supporting documentation with this enrolment form. *Attached* yes

New Zealand Citizen

Other Status

Temporary Entry Permit (Student Visa) *Visa Subclass*

Holder of a Permanent Humanitarian Visa *Visa Subclass*

Date Permanent Residency Granted d d / m m / y y y y

Holder of a Permanent Resident Visa *(excluding Permanent Humanitarian Visa)* *Visa Subclass*

If you have indicated that you are a Permanent Resident you must attach a copy of your Visa to this enrolment form. *Attached* yes

Current Federation University Program Details (Home Provider):

Program Name

Program Code

Year Level

Academic Career *Undergraduate* *Postgraduate*

Academic Plan Name *(If applicable)* *(Ie: Strand, Major, Minor)*

Academic Plan Code *(If applicable)* . .

Commenced Current Program d d / m m / y y y y Completed? yes no

Are you concurrently enrolled at Federation University or on leave? yes no If no, are you currently on approved leave from studies? 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 yes No no

Distribution List: ○ *Student Administration* ○ *School*

Host Provider Details: *(For example, Deakin)*

Name of Host university

Address

Suburb/Town/City

Country   State   Post Code

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   d d / m m / y y y y

Date Completing Study   d d / m m / y y y y

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

Date   d d / m m / y y y y

Semester Census Dates: *Students enrolling through education provider other than Federation University campuses **must** check with their education provider for relevant census (withdrawal) dates.*

Semester 1: **31 March**

Semester 2: **31 August**

Other Semester Census dates can be found at:

https://federation.edu.au/current-students/essential-info/administration/important-dates

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Declaration: 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.

Il 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   d d / m m / y y y y

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

FedUni Program Coordinator Name

Is the student on approved leave?   yes   no

FedUni Program Coord. Signature

If yes, Approved Leave from: d d / m m / y y y y

Date   d d / m m / y y y y   *End Date of Leave:*   d d / m m / y y y y

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:

mySC Comment Added
(Please tick)   yes

Date   d d / m m / y y y y

What is Cross-Instutional 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: