APPLICATION FOR OUTBOUND CROSS INSTITUTIONAL ENROLMENT
INCLUDING STUDY ABROAD AND EXCHANGE STUDENTS

CROSS INSTITUTIONAL STUDY IN YOUR LAST SEMESTER MAY STOP YOU FROM GRADUATING IN THAT SEMESTER

Please post or hand deliver completed form to the Student Administration Office
Study Abroad/Exchange Students should submit this directly to the Study Abroad Office

PLEASE ENSURE YOU SUBMIT WITH THIS FORM:
☐ Unit Outline(s) for each proposed unit  ☐ Number of contact hours per unit per week
☐ Receipt for $50 Admin Fee if applicable (see overleaf)  ☐ Note: your most recent academic record may be required by the host institution.

I AM APPLYING FOR (please tick one):
☐ Formal Study Abroad Exchange Program organised by the Notre Dame Study Abroad Office
☐ Outbound Cross-Institutional Study - Australian University  ☐ Outbound Cross-Institutional Study - International University

Are you an International Student:  ☐ No  ☐ Yes (conditions apply)

PERSONAL DETAILS

<table>
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<tr>
<th>TITLE (e.g. Mr/Miss/Mrs)</th>
<th>SURNAME/FAMILY NAME</th>
<th>GIVEN NAMES</th>
<th>GENDER (M / F)</th>
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UNDA Student ID Number:  
Date of Birth (dd/mm/yyyy):

Contact Details:
Home:  
Work:  
Mobile:  
Email:  @my.nd.edu.au

THE UNIVERSITY OF NOTRE DAME ENROLMENT

DEGREE IN WHICH YOU ARE CURRENTLY ENROLLED AT NOTRE DAME:

☐ Commonwealth Supported  ☐ Domestic Fee-paying student  ☐ International Student* (you must ensure full-time enrolment)

HOST UNIVERSITY

THE INSTITUTION AT WHICH YOU WISH TO STUDY (“HOST INSTITUTION”):

HAVE YOU ENROLLED AT THE HOST UNIVERSITY BEFORE?  ☐ Yes  ☐ No

IF YES, WRITE THE HOST UNIVERSITY STUDENT NUMBER:

UNIT ENROLMENT

YEAR:  
STUDY PERIOD:  ☐ Summer Term  ☐ Semester 1  ☐ Winter Term  ☐ Semester 2

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<tr>
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<th>UNIT TITLE</th>
<th>MODE - INT/EXT/ONLINE</th>
<th>CONTACT HRS (Per Week)</th>
<th>UNDA Credit Points</th>
<th>To be credited as towards UNDA degree (elective or specific UNDA unit)</th>
<th>Initials</th>
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OR ALTERNATIVES (FOR STUDY ABROAD/EXCHANGE STUDENTS ONLY)

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By signing this application form:
- I have read and understand the ‘Cross-Institutional Enrolment Conditions’ detailed overleaf;
- I certify that the information provided on this form is true and correct information;
- For eligible institutions, I authorise the University of Notre Dame Australia (my home institution) to request enrolment information, including but not limited to unit results, from the host institution on my behalf. Note: some institutions will require the student to obtain their transcript themselves;
- I understand that cross institutional or study abroad enrolment in my last semester may prevent me from graduating in that semester;
- I understand that any changes to the above unit(s) (withdrawals, additions etc) must be approved by Notre Dame prior to enrolment changes being made at the host institution. I understand I cannot change my enrolment at the host institution without Notre Dame’s knowledge and pre-approval;
- I understand it is my responsibility to advise Notre Dame in writing if I withdraw my enrolment at the host institution and provide written confirmation from the host institution of the withdrawal to Notre Dame;
- I understand it is my responsibility to provide Student Admin or the Study Abroad Office for Study Abroad/Exchange students at Notre Dame an official copy of my transcript of results from the host institution within six months of completion of the unit; otherwise my grade(s) for this unit(s) will be recorded as “Fail” grades. Study Abroad/Exchange students will have their grades converted using the approved grading conversion rubric from their home institution.

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<th>STUDENT SIGNATURE</th>
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**DEAN OF SCHOOL (OR DELEGATE) AND DIRECTOR, STUDY ABROAD (WHERE APPLICABLE) RECOMMENDATION**

Reason for authorising cross institutional enrolment (to be completed by the Dean/Course Coordinator):

- [ ] Unit(s) not available at Notre Dame but mandatory within ND course structure
- [ ] Unit(s) not available at Notre Dame but required for Major/Minor/Specialisation (please specify): ________________
  (Note: General Regulations apply)
- [ ] Unit(s) undertaken as part of a formal study abroad (exchange) program organised by Notre Dame
- [ ] Approved Study Abroad/Exchange Program with a partnership university (please specify university): ________________
- [ ] Other (please specify):

**DEAN OF SCHOOL/ COURSE CO-ORDINATOR SIGNATURE**

Date (dd/mm/yyyy):

**DIRECTOR, STUDY ABROAD (Exchange students only)**

Date (dd/mm/yyyy):

**THE UNIVERSITY OF NOTRE DAME APPROVAL**

--- TO BE SIGNED BEFORE ENROLLING AT THE HOST INSTITUTION ---

- [ ] Cross-institutional enrolment APPROVED
- [ ] Cross-institutional enrolment DENIED

**REGISTRAR OR DELEGATE (UNDA)**

Date (dd/mm/yyyy):

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**CROSS-INSTITUTIONAL ENROLMENT CONDITIONS**

1. You should use this form if you wish to study a unit at another institution (the “host institution”) for credit towards your degree at The University of Notre Dame Australia (your “home institution”). **THIS IS NOT AN ENROLMENT FORM** for the units you wish to study at another institution. You must complete the appropriate enrolment process at the host institution and you will be advised by their Admissions Office or similar if your application has been approved.

2. If you study cross institutional units in your last semester Notre Dame will not be able to obtain your results in sufficient time to allow you to graduate in that semester. Please take this into account when enrolling in your last semester.

3. You will need to justify why you need to undertake study at another institution (this may not apply to Study Abroad/Exchange students who are studying on an approved study abroad/exchange program with a partnership university). Non-Study Abroad/Exchange students, may not be permitted to enrol in a unit at the host institution that is the same as or similar to one available at Notre Dame. Cross-institutional enrolment is at the discretion of the Registrar (or delegate) on recommendation from the Dean (or delegate) of your School.

4. Study Abroad/Exchange students require the approval of the Director of Study Abroad to study an approved study abroad/exchange program with a partnership university. Unit enrolment for Study Abroad/Exchange students must be approved by the Director of Study Abroad at Notre Dame prior to enrolment at the host institution.

5. This application form must be completed by you and signed by the Dean of your School (or Course Coordinator as delegate) at Notre Dame in order to confirm that the unit(s) you wish to undertake will be credited to your degree. Your application form will not be considered by the host institution unless formally approved in this way.

6. A number of units offered by universities have prerequisites which may be met by the units which you have already completed at Notre Dame. You may be asked to provide a certified copy of your academic transcript to the host institution.

7. Applicants should be aware that quotas apply to many courses or units at the host institution and there is no guarantee that enrolment will be available in the unit(s). It is therefore advisable to lodge this form together with supporting documentation as soon as possible and by published due dates.

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The University of Notre Dame Australia

Broome: PO Box 2287 Broome, WA 6725 • Fremantle: PO Box 1225 Fremantle, WA 6160 • Sydney: PO Box 944 Sydney, NSW 2007

Broome: (tel) +61 8 9192 0600 • Fremantle: (tel) +61 8 9433 0555 • Sydney: (tel) +61 2 8204 4400

www.nd.edu.au • CRICOS CODES: WA - 01032F, NSW - 02651D

Last updated: 12 November 2010 S.Luxton
8. If you withdraw from a unit and/or add a unit you need to formally do so at the host institution through their usual procedure **AND complete a Notre Dame ‘Change of Enrolment’ form to amend your record at Notre Dame.** Units undertaken without pre-approval by Notre Dame (including those successfully completed) may not be approved retrospectively, in which case a student may apply for Advanced Standing (fee applies).

9. Once you receive a Confirmation of Enrolment Notice or similar proof of enrolment from the host institution you must submit a copy to the **Student Administration office at Notre Dame.** The unit will then be recorded as part of your Notre Dame enrolment and will appear on your Notre Dame academic record.

10. You are responsible for supplying to the Student Administration office or Study Abroad Office for Study Abroad/Exchange students at Notre Dame a certified copy of the Statement of Results for your cross institutional enrolment unit(s) so that the results can be added to your record. A cross institutional or study abroad unit not converted to a formal grade within six months will be recorded as a “Fail” grade and will appear on your academic transcript.

11. Except for exchange students participating in an approved study abroad program with a partnership university, results for units taken at other tertiary institutions are recorded as “Ungraded Pass” or “Fail” on your Notre Dame academic transcript, as other institutions have different grading systems. However, you will also receive an official result/transcript from the host institution which you should keep. You can use this in conjunction with your Notre Dame transcript. Exchange students will have their results converted by the Study Abroad Office to the University of Notre Dame Australia grading rubric on their academic record.

**Fees and Charges**

12. **A $50 administration fee** applies for processing this application for students not participating in an approved study abroad/exchange program with a partnership university. Waiver of this fee is at the discretion of the Deputy Registrar.

13. Receipt of payment must be attached to this form prior to processing by the Student Administration office of Notre Dame.

14. You are required to fulfill your financial obligations to the host institution. This involves the payment of any tuition fees or charges. The University of Notre Dame Australia accepts no liability for unpaid fees/charges from a host institution. Note: unpaid fees/charges could result in your academic record at the host institution being withheld which may affect your ability to graduate from Notre Dame.

15. If you are a Commonwealth Supported Student you will need to complete a Commonwealth Assistance Form with the host institution where a debt will be incurred for the unit(s) undertaken.

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**Privacy Statement:** The information provided in this form will be used for the purposes of, and in relation to, your potential enrolment at The University of Notre Dame Australia. Where the privacy principles apply, the University restricts access to those staff members who may need the information in the carrying out of their responsibilities in the academic and/or personal interests of the student. The University does not provide, by commercial arrangement or otherwise, the personal information of students or other stakeholders except in the following cases: (a) when authorised in writing to do so, and (b) where required or authorised by law to government and regulatory authorities; credit reporting and fraud-checking agencies; to your authorised representatives (e.g. legal representatives).