APPLICATION FOR CROSS INSTITUTIONAL ENROLMENT

THIS FORM IS ALSO APPLICABLE FOR STUDENTS WISHING TO STUDY ABROAD

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

Please use BLOCK/CAPITAL letters, indicate with “N/A” where questions are not applicable and tick boxes where appropriate.

Please post or hand deliver completed form to the Student Administration Office: 19 Mouat St (PO Box 1225), Fremantle, Western Australia 6959

PLEASE REFER TO THE INSTRUCTIONS ON THE REVERSE OF THIS FORM THEN:

Lodge this form at Student Administration, The University of Notre Dame Australia, first then at the University at which you wish to study together with the following (YOUR FORM WILL NOT BE PROCESSED WITHOUT THIS INFORMATION):

(a) Unit outlines for each proposed unit
(b) Number of contact hours per unit per week
(c) A brief statement giving your reasons for this application
(d) Receipt for $50 admin fee if applicable.

Your most recent academic record may be required by the host institution.

PERSONAL DETAILS

TITLE eg. Mr/Ms/Mrs 
SURNAME/FAMILY NAME 
GIVEN NAMES 
GENDER (M/F)

Student Identification Number: 
Date of Birth (dd/mm/yyyy):

HOME ADDRESS: 
Number: 
Street: 
Town/Suburb: 
State/Country: 
P/Code:

Contact Details: 
Home: 
Work: 
Mobile: 
Email:

THE UNIVERSITY OF NOTRE DAME ENROLMENT

COURSE IN WHICH YOU ARE CURRENTLY ENROLLED:

Commonwealth Supported ☐ Domestic Fee-paying student ☐ International Student* ☐ (*Please 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:

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

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT TITLE</th>
<th>INT / EXT</th>
<th>CONTACT HRS (Per Week)</th>
<th>CREDIT POINTS (To be completed by Course Coordinator)</th>
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I hereby certify that the information provided on this form is correct and furthermore, I authorise my home institution to request unit results on my behalf:

SIGNATURE OF APPLICANT: 
Date (dd/mm/yyyy):

THE UNIVERSITY OF NOTRE DAME APPROVAL

TO BE SIGNED BEFORE SUBMITTING TO THE HOST INSTITUTION

The unit/s nominated above have been approved for credit towards the student’s degree at the home institution.

DEAN OF SCHOOL/ COURSE CO-ORDINATOR: 
Date (dd/mm/yyyy):

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

☐ Unit not available at The University of Notre Dame Australia but required in course structure
☐ Unit not available at The University of Notre Dame Australia but required for major/minor/specilisation
☐ Other (please specify) ____________________________________________________________________________

REGISTRAR (UNDA): 
Date (dd/mm/yyyy):

Updated 8/5/08 by V Rossi
APPLICATION FOR CROSS INSTITUTIONAL ENROLMENT

(also applicable for students wishing to apply to the Study Abroad program, U.S.A.)

*If you study cross institutional units in your last semester the University 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.*

1. You should use this form if you wish to study a course or unit at another institution (the ‘host’ institution) for credit towards your degree at The University of Notre Dame Australia. **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 if your application has been approved.

2. You will need to justify why you need to undertake this unit at another institution. You will not be permitted to enrol in a unit at the host institution that is similar to one available at The University of Notre Dame Australia.

3. This application form must be completed by you and then approved by the appropriate School at The University of Notre Dame Australia in order to confirm that the unit(s) you wish to undertake will be credited to your degree/qualification. Your application form will not be considered by the host institution unless formally approved in this way.

4. A number of courses or units have prerequisites which may be met by the courses or units which you have already completed at The University of Notre Dame Australia. It is therefore important that you provide the host institution with an up-to-date academic record.

5. Applicants should be aware that quotas apply to many courses or units and there is no guarantee that enrolment will be available in the unit(s) of your choice. It is therefore advisable to lodge this form together with supporting documentation as soon as possible.

6. If you withdraw from a unit or add a unit you need to formally do so at the host institution through their usual procedure AND complete a University of Notre Dame Australia ‘Change of Enrolment’ form to amend your record here.

7. Once you receive a Confirmation of Enrolment Notice or similar proof of enrolment from the host institution please send a copy to the Student Administration office at The University of Notre Dame Australia. The unit will then be recorded as part of your Notre Dame enrolment and will appear on your University of Notre Dame Confirmation of Enrolment. It will also then be included in assessing your eligibility for AusStudy and will be credited towards your degree.

8. You are responsible for supplying to the Student Administration office at The University of Notre Dame Australia a certified copy of the Statement of Results for your cross institutional enrolment units so that the results can be added to your record.

9. Results for units taken at other tertiary institutions are recorded as Ungraded Pass or Fail on your University of Notre Dame record, as other institutions have different grading systems. However, you will also receive an official result from the host institution. You can use this in conjunction with your University of Notre Dame record.

**FEES AND CHARGES**

1. **A $50 administration fee** applies for processing this application for students not participating in Study Abroad Exchange programs.

2. Receipt of payment must be attached to this form prior to processing by the Student Administration office of The University of Notre Dame Australia.

3. You are required to fulfill your financial obligations to the host institution. This involves the payment of any tuition fees or charges.

*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).