



University of Ballarat Higher Education  
PO Box 663 Ballarat VIC 3353 Australia

# Application for Cross Institutional Study (Inbound)

University of Ballarat Student ID Number



Campus and Location

Campus Code

This form is to be used by students who study at another university (home provider eg Deakin) and wish to study courses at University of Ballarat (host provider). The completion of this form does not constitute an enrolment form. **A Non Award/Single Subject form must also be completed and attached to this form.**

**Personal Details:** Title  First Name

Other Names

Family Name

Date of Birth  /  /  Gender Male  Female  Are you an International Student studying in Australia? YES  NO

**Contact Details during Semester and Lecture Breaks:**

Australian Mobile

Australian Home Telephone (  )

International Home Telephone 0011 + Country Code (  )

Mailing Address

Suburb/Town/City

Country  State  Post Code

UB eMail

**Have you ever been enrolled as a student at this institution?** YES  NO

If yes, under what name did you previously enrol?

Previous UB Student ID Number (if known)  Last year of attendance

**Current Home Provider Details:** (For example, Deakin)

Program Name

Program Code  Year Level

Strand/Major/Minor Name

(If applicable) Strand/Major/Minor Code

Academic Career Undergraduate  Postgraduate  Research  Non Award

Commenced Current Program  /  /  Completed? YES  NO

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

**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  /  /

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

**I have provided the following document/s in support of my application.** (Attach to back of this form)

Certified copy of: YES  Australian Citizenship YES  New Zealand Citizenship YES  Permanent Resident Visa YES  Permanent Humanitarian Visa YES  Passport YES

Distribution List:  Student Administration  School

## Courses to be studied at the University of Ballarat:

Semester	<input type="text"/>	Year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Course Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Class No. Code (Must complete)	<input type="text"/> <input type="text"/> <input type="text"/>	Dropped into mySC <input type="radio"/>
Course	<input type="text"/>					<input type="text"/>	<input type="text"/>	
Semester	<input type="text"/>	Year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Course Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Class No. Code (Must complete)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
Course	<input type="text"/>					<input type="text"/>	<input type="text"/>	
Semester	<input type="text"/>	Year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Course Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Class No. Code (Must complete)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
Course	<input type="text"/>					<input type="text"/>	<input type="text"/>	
Semester	<input type="text"/>	Year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Course Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Class No. Code (Must complete)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
Course	<input type="text"/>					<input type="text"/>	<input type="text"/>	
Semester	<input type="text"/>	Year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Course Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Class No. Code (Must complete)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
Course	<input type="text"/>					<input type="text"/>	<input type="text"/>	

### 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 or holder of a Permanent Visa)

#### FEE-HELP eligible students

- 230 deferred all or part of Award or Enabling course tuition fee through FEE-HELP (Australian Citizen or holder of a Permanent Humanitarian Visa)

#### Non-overseas tuition fee-exempt students

- 270 student in a non-Commonwealth supported place with an exemption scholarship (no tuition fee to be charged)

#### Contribution exempt students

- 260 student in Commonwealth supported place with an exemption scholarship (no student contribution to be charged)
- 261 a domestic student enrolled in an enabling course (ie bridging or supplementary program)
- 262 student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support not received from, the provider and for which a student contribution cannot be charged.

#### 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

#### Fee-paying overseas students

- 310 a fee-paying overseas student who is NOT sponsored under a foreign aid program, and including students with these awards:
- > IPRS (International Postgraduate Research Scheme);
  - > SOPF (Special Overseas Postgraduate Fund);
  - > Australian-european Awards Program; and
  - > The Commonwealth Scholarship and Fellowship Plan

#### Research Training Scheme (RTS) students

- 330 a domestic student enrolled under the Research Training Scheme (RTS) from 1 September 2000

### Commonwealth supported students. (Cross Institutional Study only) (if applicable)

Are you a pre-2008 student? Yes  YES No  NO

For eligibility, please refer to the 'Information for Commonwealth supported HECS-HELP' Booklet or visit [www.gotouni.gov.au](http://www.gotouni.gov.au)

If you are eligible to be a pre-2008 student, you must also complete an 'Application to be considered a pre-2008 student' form.

This form is available from Student Administration. If your previous study was at another University, evidence of enrolment is also required.

Attached  YES

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

Summer:  
**7 December**

Late Summer:  
**15 February**

Semester 1:  
**31 March**

Full Year:  
**31 May**

Winter:  
**31 May**

Semester 2:  
**31 August**

Spring:  
**15 October**

**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 the University of Ballarat.

I agree to release and indemnify the University of Ballarat 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 have read the 'Information Privacy Collection Statement' located at [http://policy.ballarat.edu.au/university/general/information\\_privacy](http://policy.ballarat.edu.au/university/general/information_privacy)

**Commonwealth supported students:** I have adequate SLE to cover the total credit value (EFTSL) of courses added on this form.

**Austudy or Student Youth Allowance recipients:** I understand that I must notify Centrelink in writing within (7) days if my cross institutional study has altered my total part-time or total full-time load for the semester.

Student Signature  Date   /   /

### Home Education Provider Approval:

Home Institution Name

Home Institution Address

Suburb/Town/City

Country  State  Post Code

Home Provider Title  Name

Nominee Name

Contact eMail Address

Home Provider Nominee Signature

Contact Telephone (  )

Date   /   /

Copy on file at home Education Provider. Original to be returned to the student.

### University of Ballarat School Approval:

UB Program Coordinator Name

UB Program Coord. Signature

Date   /   /

Non Award / Single Subject Form (with evidence if required) attached

Evidence of CSP at Home Education Provider attached

If eligible, Request for Commonwealth support and HECS-HELP form attached (If applicable)

If eligible, Request for FEE-HELP form attached (If applicable)

Copy on file at School. Original to be filed at Student Administration, Mt Helen.

### University of Ballarat School Timetabler Approval:

Seat Available

UB School Timetabler Name

UB School Timetabler Signature

Date   /   /

### Student Administration (Office Use)

Entered by:

Date   /   /

mySC Updated (Please tick)

eCAF generated and submitted (If applicable)

Information and application for non-UB students who wish to enrol in course/s as part of a cross-institutional program at UB

#### What is Cross-Institutional Program

A cross-institutional program is a program of study comprising course (s) being undertaken with one provider (the host providers – UB) as part of a program for which you are enrolled with another provider (the home provider. Eg – Deakin University). If you are currently enrolled in a degree at another recognised Higher Education Provider, you may apply to study single courses at the University of Ballarat on a cross-institutional inbound basis.

#### Application Closing Date

The attached Application for cross-institutional study (inbound) must be submitted to the relevant UB school no later than week two of the relevant semester. You will receive written notification of the outcome of your application once it has been processed.

#### Course Available

You can select from a wide range of courses which are subject to available places. Enrolment is determined on a semester-by-semester basis and no guarantee of subsequent enrolment can be made. In addition, UB may not admit cross-institutional students where insufficient places are available for its own students.

#### Prerequisites

It is your responsibility to ensure that you meet the requirements for entry into the course/s.

#### Fees for Commonwealth Supported Students

The student contribution amount is assessed by the host provider (UB) and may not necessarily be equal to the student contribution amount that would have been incurred had the course of study been undertaken at your home provider. You are required to complete and submit a Request for Commonwealth assistance and HECS-HELP form (available from Student Administration) in conjunction with this application. For further information on fees at the University of Ballarat, please refer to [www.ballarat.edu.au/fees](http://www.ballarat.edu.au/fees).

#### Withdrawal

If you wish to withdraw from the course/s in which you are enrolled as a cross-institutional student, you must complete a Withdrawal from All Studies form (available from Student Administration). This form must be submitted to Student Administration before the relevant census date to avoid financial liability or academic penalty. You must also notify your home provider course card.

#### Further Information

For further information, please contact Student Administration.