



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

Application for Cross Institutional Study (Outbound)

University of Ballarat Student ID Number

Campus and Location

Campus Code

This form is to be used by students who study at University of Ballarat (home provider) and wish to study courses at another university in Australia (host provider, eg Deakin).

Personal Details:

Title

First Name

Other Names

Family Name

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

Contact Details:

Australian Mobile

Australian Home Telephone ()

International Home Telephone 0011 + ^{Country Code} ()

Mailing Address

 Suburb/Town/City

Country State Post Code

UB eMail

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

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

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

Attached YES

Date Permanent Residency Granted DD / MM / YY YY

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 UB Program Details (Home Provider):

Program Name

Program Code Year Level Academic Career Undergraduate Postgraduate

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

Academic Plan Code • • Commenced Current Program DD / MM / YY YY Completed? YES NO

Are you concurrently enrolled at University of Ballarat or on leave? YES NO If no, are you currently on approved leave from studies? YES NO

If concurrently enrolled at the UB, 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-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 / / / 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 Date / / / **UB 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 authorise the University of Ballarat to process my application for cross institutional study (outbound), effective from the date this form is lodged at Student Administration Mt Helen.

Student Signature Date / / / **University of Ballarat School Approval:**Will the student be receiving Credit Transfers for successfully completed cross institutional study? YES NO Does the student have a CSP at UB? YES NO Is the student on approved leave? YES NO UB Program Coordinator Name UB Program Coord. Signature Date / / / If yes, Approved Leave from: / / / End Date of Leave: / / / *Return original to student for host signatures. Once host Program Co-ordinator has signed, students is to send a copy to UB School and Student Administration, Mt Helen.***Student Administration (Office Use)**Entered by: mySC Comment Added (Please tick) YES Date / / /

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 – UB).

If you are currently enrolled in a UB 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 UB by the relevant semester.

For school contact details, please refer to https://www.ballarat.edu.au/indexes/schools_sections.shtml.

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

Enrolment at UB

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

Withdrawal

If you cancel your enrolment or withdraw from course/s at the host provider, you must notify UB 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 UB program coordinator.

Further Information

For further information, please contact Student Administration.

Comments: