



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

# Application for Cross Provider Enrolment

<input type="text"/>	<input type="text"/>	<input type="text"/>
University of Ballarat Student ID Number	Program Code	Year Level

<input type="text"/>	<input type="text"/>
Current (home) Campus or Provider and Location	Campus Code

This form is to be used for University of Ballarat or Partner Provider students who wish to **study a course/s at another Partner Provider campus**. This form is **not** to be used by students wishing to transfer **all** their classes to another campus. The completed form must be returned to the current home education provider before enrolment into the requested course(s) can be processed. Completion of this form does NOT constitute enrolment into the requested course(s) of study. To enrol into your cross education provider classes, you **must** also complete a New Enrolment 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

Program Name

Program Code  Year Level

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

Academic Plan Code  •  •

Academic Career *Undergraduate*  *Postgraduate*

Semester Start Date  /  /

**I request permission to enrol in the following course/s at the education provider (host) listed below:**

Semester / Year <i>(For example 1 2010)</i>	Course Code <i>(For example SCBIO 1032)</i>	Class Number Code <i>(For example 31008)</i>	Education Provider Name <i>(For example MIT)</i>	Education Provider Location <i>(For example Melbourne)</i>
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**Reason for request:** *(Please indicate)*

Course not offered at home Education Provider this semester

Irreconcilable timetable clash

Other *(please specify below)*

**Semester Census Dates 2010:** *Students enrolling at a University of Ballarat campus must check with their School for relevant census (withdrawal) dates.*

Summer: **7 December 2009**

Semester 1: **12 April 2010**

Semester 2: **9 August 2010**

**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 withdrawal by the University of Ballarat ("University") of any place which may be offered. 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. I acknowledge that I am bound by the statutes and regulations of the University and I agree to pay all fees charged directly to me arising from this enrolment. I acknowledge that the University may correspond with me via official University noticeboards or to my nominated mailing address or to my University email account. I acknowledge that if I wish to have my photograph withheld from use by the University that I will contact the University in writing requesting the removal of my photograph.

I understand that I must provide evidence of my enrolment to my home education provider no later than the last day to enrol and failure to do so may result in my enrolment being cancelled. I understand that my home institution can not intervene in matters relating to my studies at my host institution.

Student Signature  Date  /  /

Distribution List:  Student Administration  School  Finance

### Home (current) Education Provider (PP) Program Coordinator Approval:

Home Program Coordinator Name

Home Program Coord. Signature

Date   /   /

Copy on file at home PP. Student to submit form to their **host** education provider (PP) or International School Programs (ISP).

### Host (new) Education Provider (PP) Program Coordinator Approval:

New or Continuing Enrolment form attached  YES

Host Program Coordinator Name

Host Program Coord. Signature

Date   /   /

Copy on file at Host PP. Original to be sent to School for approval.

International students studying in Australia only:

Passport copy attached (copy also on file at Host PP)  YES

Visa copy attached (copy also on file at Host PP)  YES

Offer Letter on file at Home PP  YES

Acceptance Agreement on file at Home PP  YES

COE on file at Home PP  YES

### International Student Programs (ISP) Noted: (If applicable)

Nominated Officer Name

Nominated Officer Signature

Date   /   /

Copy on file at ISP. Original sent to School for approval.

International students studying in Australia only:

Passport copy attached (copy also on file at ISP)  YES

Visa copy attached (copy also on file at ISP)  YES

Offer Letter on file at ISP  YES

Acceptance Agreement on file at ISP  YES

COE on file at ISP  YES

### University of Ballarat School Approval:

Program Coord. Name

Program Coord. Signature

Date   /   /

Copy on file at School. Original student to Student Administration, Mt Helen Campus.

### Student Administration – Mt Helen (Office Use)

Entered by:

Date   /   /

Enrolment form attached and entered into mySC  YES

Comment added in mySC  YES

### Comments