



## Application to Study Elsewhere on a Cross-Institutional Basis

*Please read these Notes before completing the form.*

### **Who should apply?**

Students who wish to complete course/s at another Australian tertiary institution to count towards their ANU program/degree.

NOTE: If you wish to apply it is your responsibility to find all course and host institution information via the host institutions website or other publications.

### **When should this form be submitted?**

This form should be submitted the semester/session before the requested course/s commence at the host institution. A minimum of 2 weeks should be given to allow for consideration and approval time. It is your responsibility to be aware of any enrolment deadlines at the host institution and to allow ample time for ANU approval.

### **Where should the form be submitted?**

This form should be submitted to your College Office with attached course outlines of the course/s you wish to complete.

### **What else do you need to know?**

**Application:** You must complete questions 1 to 5 on this form and attach course outlines. You are encouraged to seek advice from a College Student Advisor at ANU before applying to study cross-institutionally. If approved it is your responsibility to arrange enrolment at the host university.

**Credit:** When you complete the approved courses at the host university it is your responsibility to arrange a copy of an official transcript to be submitted to the ANU for the granting of course credit. You can apply for credit by using the form [www.anu.edu.au/sas/forms/credit\\_application.pdf](http://www.anu.edu.au/sas/forms/credit_application.pdf) and submitting it to the College Office with your official transcript from the host institution attached. You should also note on the application that you were approved to study cross-institutionally.

**Conditions:** Students must consult with their respective ANU College Office to determine whether conditions on a cross-institutional enrolment exist.

NOTE: ANU cross-institutional students are normally subject to the same statutes, regulations and rules of the host institution as apply to students enrolled in an award program at the host institution. These statutes, regulations and rules relate to admission, attendance at classes, performance or work, discipline, conduct and progress and are to be found in the publications of the host institution.

- A student who enrolls at ANU but subsequently decides not to proceed with the ANU enrolment but to study elsewhere on a cross-institutional basis must ensure that the ANU enrolment is cancelled. Failure to do so may result in an additional HECS/Fee liability and failure in the courses.

**Host Institution:** The institution at which cross enrolment in courses is sought is referred to as the 'host institution'. One application form must be completed for each host institution to which you wish to apply.

**Fees:** ANU cross-institutional students will be charged fees for the courses undertaken at the host institution on the basis of their fee paying type at the ANU, unless designated otherwise by the host institution. HECS liable students are required to complete a *HECS/Fee Help request (eCAF)* form at the host institution and will be required to provide written evidence of their status as a Differential/Non-Differential rate HECS payer. For advice on the fees payable, consult the fees office at the host institution.

**Withdrawal:** Students withdrawing from a course at the host institution who do not wish to incur a HECS liability for the semester concerned must officially withdraw at that institution. Check with the host institution for enrolment variation and withdrawal requirements. Students must also advise the ANU that they are not proceeding with the cross-institutional enrolment if they withdraw from all courses at the host institution.

**Re-enrolment at ANU:** Students returning to ANU from cross-institutional study must re-enrol via ISIS by the appropriate deadlines. These deadlines can be found in the SEAP Guide (details below).

**Students must check their student email account regularly.  
Official and important University information is sent to student email accounts only.**

For further details on enrolment requirements, refer to the *Student Enrolment and Administrative Procedures Guide*. Reference copies of the SEAP GUIDE are available at the ANU Student Exchange, 121 Marcus Clarke St (The entrance is on the Childers St side), all College/Faculty/School/Centre offices and on the website [www.anu.edu.au/sas/SEAP\\_guide](http://www.anu.edu.au/sas/SEAP_guide).