Cross-institutional enrolment

Home institution not Deakin

01 Personal details

<table>
<thead>
<tr>
<th>TITLE</th>
<th>FAMILY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIVEN NAMES</td>
<td></td>
</tr>
<tr>
<td>GENDER (M OR F)</td>
<td>DATE OF BIRTH</td>
</tr>
<tr>
<td>PREVIOUS NAME (IF APPLICABLE)</td>
<td></td>
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</tbody>
</table>

02 Postal address

<table>
<thead>
<tr>
<th>No. &amp; STREET</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBURB</td>
</tr>
<tr>
<td>STATE</td>
</tr>
<tr>
<td>COUNTRY</td>
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<tr>
<td>TEL (Home)</td>
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<tr>
<td>TEL (Mobile)</td>
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<tr>
<td>TEL (Business)</td>
</tr>
<tr>
<td>POSTCODE</td>
</tr>
<tr>
<td>FAX</td>
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<tr>
<td>EMAIL</td>
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</table>

03 Examination Centre

<table>
<thead>
<tr>
<th>Examination Centre (Off campus applicants only)</th>
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</thead>
<tbody>
<tr>
<td>Refer to the list of Examination Centres on the next page</td>
</tr>
</tbody>
</table>

04 Fees

What are your current funding arrangements with your home institution?

Undergraduate
- Commonwealth Supported Place (CSP)/HECS-HELP
- Australian tuition fee-paying (not CSP)/FEE-HELP (formally known as PELS)
- International tuition fee-paying

Postgraduate
- Commonwealth Supported Place (CSP)/HECS-HELP
- Australian tuition fee-paying (not CSP)/FEE-HELP (formally known as PELS)
- International tuition fee-paying

Note: If you are a pre-2005 Commonwealth Supported student/HECS-HELP, you must return the following with this form:
- complete a pre-2005 HECS-HELP form (which can be obtained from your institution)
- provide evidence of this existing funding arrangement

05 Self help group

Do you wish your name to be placed on a self-help list?  

Yes  No  (Refer to information sheet for further explanation)

06 Home institution approval

I certify that on successful completion, the proposed unit(s) will gain credit towards a course at the student’s home institution.

<table>
<thead>
<tr>
<th>HOME INSTITUTION ENROLMENT OFFICER</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME INSTITUTION AND ADDRESS</td>
<td>TEL</td>
<td></td>
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</table>

Student ID number

Please complete if you are a former Deakin student

Division of Student Administration

<table>
<thead>
<tr>
<th>Admission process cat.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course code</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Mode</td>
</tr>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Document status</td>
</tr>
<tr>
<td>Basis for admission</td>
</tr>
<tr>
<td>Fee category</td>
</tr>
<tr>
<td>Correspondence cat.</td>
</tr>
<tr>
<td>Funding source</td>
</tr>
<tr>
<td>Application entered by</td>
</tr>
<tr>
<td>Enrolment entered by</td>
</tr>
</tbody>
</table>
### Unit details

List below the units for which you seek to enrol. You should refer to the Deakin Handbook or website [www.deakin.edu.au/handbook](http://www.deakin.edu.au/handbook) for valid unit codes, names and credit point values. Please note that not all units are offered in both study modes, and most units are only offered in one semester.

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit name</th>
<th>Period</th>
<th>Campus</th>
<th>Class</th>
<th>Credit point value</th>
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</table>

### Deakin Selection Officer

Use only (Please tick)

- Application approved
- Application not approved (Please cross out unit)

Reason: 
Name: 
Signature: 
Date: 

---

### Declaration

- I declare the information supplied by me is complete and correct.
- Where records of prior study have been provided in support of my application, I authorise Deakin University to conduct a search and retrieval of my academic record from my previous institution/s to verify the information contained in my application.
- I acknowledge that the provision of incorrect information or documentation relating to my application may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course, at the discretion of Deakin University.
- I have read the relevant course information provided, including course structure and unit requirements.
- I agree to pay all fees and charges arising from this enrolment.
- I acknowledge that while I am enrolled, I am subject to the legislation, policies and procedures of Deakin University.
- I consent to the University corresponding with me by electronic means.
- I consent to such of my personal identifying data being provided to the Department of Education, Science and training (DEST) as is necessary for allocation of a CHESSN (Commonwealth Higher Education Student Support Number).
- I understand that I am required to have access to a computer and the internet and will check my Deakin email account and the Student Portal at least weekly.

Please return your completed application to:
Admissions
Division of Student Administration
Deakin University
Geelong Victoria 3217
Tel 03 9244 6333, 03 5227 2333, 03 5563 3333

Signature:  
Date:  

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Final checklist

Use this checklist to ensure that you have completed ALL the steps necessary for your application.

- Tick if you have completed ALL relevant sections of the application form
- Tick if you have included your completed HECS-HELP, FEE-HELP form
- Tick if you have included evidence of your current funding arrangement with your home institution
- Tick if you have read the instructions included with this form
- Tick if you have signed the Declaration
- Tick if you have enclosed a stamped self-addressed acknowledgement card (if you require acknowledgement of receipt of your application)
- Tick if you have included an academic transcript
- Tick if you have included Handbook extracts
Personal statistical details

01 Are you of Aboriginal or Torres Strait Islander descent? (Select one only)
- No
- Yes–Aboriginal
- Yes–Torres Strait Islander
- Yes–Aboriginal and Torres Strait Islander

02 What is your citizenship status during this year? (Select one only)
- Australian Citizen
- New Zealand Citizen (see 03)
- Permanent Humanitarian Visa Holder (proof required–see 03)
- Permanent Visa Holder (not Humanitarian–see 03)
- Temporary Entry Permit Holder
- Other status

03 If you are a student who is a New Zealand Citizen, has Permanent Residence status, or is the holder of a Permanent Humanitarian Visa, select a statement that best describes your circumstance below.
- You are residing inside Australia for the Semester or outside Australia as a requirement of the course.
- You are residing outside Australia for the Semester but not because of a requirement of the course.

04 In what country is your permanent home address?
- Australia
- Other country
  - Postcode
  - Name

05 In what country is your residence during the year?
- Australia
- Other country
  - Postcode
  - Name

06 In what country were you born?
- Australia
- Other country
  - Name
  - Year of arrival in Australia

07 Do you speak a language other than English at your permanent home residence?
- Yes
- No
  - Language

Your application or enrolment cannot be completed without these statistics.

These statistics are required by the Commonwealth Department of Education, Science and Training pursuant to Subdivision 19E of the Higher Education Support Act 2003. The statistics are provided to DEST in a collated form and do not identify individual students.

Educational details

08 If you are an Australian school leaver, what was your home postcode in your last year of Secondary School?

09 What is your highest educational attainment prior to commencement? (Select one only)
- Postgraduate course
- Bachelor Degree course
- Higher Education Sub-degree course
- Incomplete Higher Education course
- TAFE award course
- Final year of secondary education at school or TAFE
- Other qualification or certificate of attainment or competence
- No prior educational attainment
  - What was your last year of enrolment in the course which is your highest level of attainment?

10 If you have undertaken prior undergraduate studies please provide the name of the institution at which you studied?

Accessibility requirements

11 Do you have a disability, impairment or long-term medical condition which may affect your studies?
- Yes
- No

12 If ‘Yes’ to ‘11’, please indicate the area(s) of impairment?
- Hearing
- Learning
- Mobility
- Vision
- Medical
- Other

13 If ‘Yes’ to ‘11’, would you like to receive advice on support services, equipment and facilities which may assist you?
- Yes
- No

I hereby declare that the information provided is correct and complete

Signature

Date / /
Cross-institutional enrolment arrangements

Students of tertiary institutions other than Deakin

Deakin offers the opportunity for students of other institutions to enrol at Deakin in units approved by your home institution which, on successful completion, will be credited towards an award at your home institution.

Closing dates are listed on the application form. Late applications will not be accepted and as places are sometimes limited, you are encouraged to return your application as early as possible.

How do I enrol?

1. Complete a cross-institutional application form and have it authorised by your tertiary institution. Applications will not be processed without prior approval from the home institution.
2. Send the authorised cross-institutional application form to: Admissions, Enrolments and Records, DSA, Deakin University, Geelong, 3217.

You must also complete and return:

• A certified academic transcript.

• An extract from your home institution’s Handbook for any units that you are claiming as equivalent prerequisite units. (This only applies to units which have prerequisites.)

• Evidence from your home institution if you are considered a pre-2005 student. This includes pre-2005 Commonwealth Supported, FEE-HELP (including pre-2005 PELS) or HECS-HELP students.

• All Commonwealth Supported (CSP) applicants must complete the HECS-HELP form. Once again, if you are a pre-2005 student, you must submit a pre-2005 HECS-HELP form.

• All Full Fee tuition paying applicants may apply for FEE-HELP by completing the FEE-HELP form. To obtain a HECS-HELP or FEE-HELP form, please contact Admissions, Enrolments and Records on +61 3 5227 1154.

• An ID card envelope with your name, date of birth and signature filled in along with a passport sized colour photograph. If you have studied with us before and know your Deakin ID number, you can include it on your envelope. If you are accepted and enrolled as a cross-institutional student an ID card will be sent to you.

PLEASE NOTE

• Successful applicants will have the privileges and responsibilities of a Deakin student.

• Successful applicants will have an invoice for any fees payable forwarded to them.

• There is no guarantee that you will be able to successfully enrol in all units you have requested. A Confirmation of Enrolment detailing the units you have been enrolled in for first and second semester will be sent to you once your enrolment is finalised. If there is any discrepancy, contact Admissions, Enrolments and Records immediately on +61 3 5227 1154.

• You will be able to use the ID number indicated on the Confirmation of Enrolment to access records through StudentConnect.

• If you are a permanent resident of Australia, and have commenced a course with your home institution as a Commonwealth Supported student prior to 2005, please provide proof of the date on which permanent residency was granted.

• Deakin will notify students of their HECS-HELP or FEE-HELP liability for unit(s) being studied at Deakin via the Commonwealth Assistance Notice (eCAN) option on StudentConnect. It is the responsibility of the student to provide Deakin with the required HECS-HELP, FEE-HELP form and/or student contribution payment.

• Applicants must normally complete 12 months study at their home institution to be eligible for a cross-institutional enrolment.

• Students that enrol in on campus units must register via OSCAR (Online Student Class Allocation Registration) for classes and tutorials. More information can be found at www.deakin.edu.au/oscar

• More information about fees can be found at www.deakin.edu.au/fees.

Self-help groups

Self-help lists offer off-campus students the opportunity to make personal contact with fellow students. These groups may be formed using the lists of students who have agreed to their names and telephone numbers being released to other students who are studying the same unit. This means that students may be contacted individually by other students or invited to join a
self-help group. If you wish to join these groups, please indicate ‘yes’ on the application form. You can access the self-help group list via the Course/Unit inquiry option on StudentConnect.

**Examination venue**

All off-campus students must nominate an examination venue from the list provided on the application form. Students will be expected to travel up to 120 kilometres to the nearest examination venue. If there is no examination venue within this distance, please indicate that special arrangements may need to be made, by using the remote code ‘REMO’. Students who are institutionalised (in a correctional facility) should also use this code.

It is important that students indicate the appropriate examination venue code for examination periods. For example, if you will be overseas for the first semester examination period, but back in your home state for second semester, you should indicate ‘OSEA’ on your form and then notify the change in examination venue after first semester via ext-exam@deakin.edu.au. Students must ensure that Customer Service is notified of any change of correspondence address during the year. When changing your address you should also indicate the appropriate change to Examination Venue, if applicable.

**Fees and Charges**

The University is required to charge fees for Cross Institutional unit enrolments. Cross Institutional unit fees are semester based and cover full tuition costs. The cost of each unit depends on the government classified area of study the unit belongs to. For unit costings, fee penalties and census dates, please visit [www.deakin.edu.au/fees](http://www.deakin.edu.au/fees) to search for the area of study and specific unit under the Tuition costs section of the site.

**Withdrawing from a unit**

If you wish to withdraw from a cross-institutional unit you must notify both institutions. To withdraw at Deakin you must submit an enrolment variation form which is available from any Deakin Central office, your Faculty office or by phoning Customer Service and returning the completed form to Admissions, Enrolments and Records, DSA, Deakin University Vic 3217. To avoid academic or financial penalty, you must withdraw by the census date of the relevant semester (Semester 1 = 31 March, Semester 2 = 31 August and Summer = 1 January)

**Fee retention policy (International)**

If you submit an application for international cross-institutional, and it is approved by Deakin, your application is automatically processed and you will become enrolled.

Fees forfeited under the undergraduate and postgraduate award course tuition fee retention conditions (international students) have been set at levels to contribute towards the administrative costs incurred at the time of withdrawal from the applicable unit(s). The retained fees are due and payable, notwithstanding the fact that the fees may not have been paid at the time of withdrawal from the applicable unit(s).

For withdrawal dates and fee retention conditions for international tuition fee-paying students, please see the Withdrawal Dates and Fee Retention menu on the fees website at [www.deakin.edu/fees/international](http://www.deakin.edu/fees/international)

**Online Technology**

Deakin expects its students to have access to a computer and the internet. This does not mean that students must own a computer. This does not mean that students must own a computer. Deakin provides on-campus computer facilities and computer laboratories.

In the case of students who do not study on campus (distance education or off-campus students) and who do not own a computer or have access to the internet, in most cases it will be sufficient to be able to access computing facilities at locations such as libraries and internet cafes.

Some courses and some units do require substantial computer and internet access and would not be suitable without regular computer and internet access. Students should check the course and unit requirements prior to enrolment.

A brochure is enclosed detailing the online services at Deakin. Cross-institutional students do not access all services on StudentConnect, but depending on the unit mode chosen (on or off campus), may use OSCAR and Deakin Studies Online.

Please refer to the enclosed Online Services brochure for more information.

Privacy Statement: [www.deakin.edu.au/dsa/students/enrolments](http://www.deakin.edu.au/dsa/students/enrolments)

Need help? Contact Customer Service on:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melbourne</td>
<td>+61 3 9244 6333</td>
</tr>
<tr>
<td>Geelong</td>
<td>+61 5227 2333</td>
</tr>
<tr>
<td>Warrnambool</td>
<td>+61 5563 3333</td>
</tr>
</tbody>
</table>

Monday to Friday 8:30am – 5:00pm AEST

*Note: While the information published in this flyer was accurate at the time of publication, Deakin University reserves the right to vary this information at anytime. - (June 2006).*