

Cross-institutional enrolment

Enrolment: University of Canberra students enrolling in a partner institution's unit

- Complete the 'cross-institutional enrolment documentation required from the partner institution offering the elective in which you wish to enroll (see information for each university below).
- Contact the UC course convener (Dr Coralie McCormack: Coralie.McCormack@canberra.edu.au) who will provide a letter from the University of Canberra giving permission to enrol in the elective at the partner institution.
- Lodge the 'cross-institutional enrolment' form and the letter of permission with the partner institution as indicated on their cross-institutional enrolment form.
- On acceptance of your offer of a place download the fee statement for the unit you have enrolled in.
- Send this statement IMMEDIATELY to Dr Coralie McCormack, Teaching and Learning Centre, University of Canberra (coralie.mccormack@canberra.edu.au) who will organise its payment through the DVCE's Office.
- Payment by the University of Canberra must be made by the HECS Census Date at the University in which the elective is offered, **not** the UC HECS Census Date. The fee invoice/statement from the University in which you are enrolled for the elective must reach the UC course convener **three weeks prior to the HECS Census Date for the University in which you are enrolled for the elective.**
- **Delay in obtaining and forwarding this statement to the UC course convener could result in the staff member paying the tuition fee for that unit.**
- On completion of the unit obtain a statement of academic attainment from the partner institution. Take that statement to UC Student Administration.

Enrolment: CQUniversity Australia

Students coming from a partner institution requiring a cross-institutional enrolment go here: <http://content.cqu.edu.au/FCWViewer/getFile.do?id=24368>. For assistance with admission, fees, enrolling in course, invoices, please phone Student Contact Centre on 132786.

Enrolment: Edith Cowan University

Applications for students coming into ECU as a cross-institutional enrolment will be dealt with by Special Cohorts in Admissions. Special Cohorts will process the application and enrol the student in the unit for which they have received approval from their home university (Letter from Course Convener). Following enrolment, Special Cohorts will issue the student with confirmation of their enrolment. They do not need to accept their offer or enrol themselves into units as normal domestic applicants do. This is all done for them. Please refer to the link below for full details and application forms: <http://www.ecu.edu.au/student/admissions/apply/xinst.php>.

For further details: please refer to:

<http://www.ecu.edu.au/student/enrolment/xinst.php>

- Unit Availability (http://simo.ecu.edu.au/ecudev_calprod/viewsemtable.jsp).

- Unit Fees (<http://fees.ecu.edu.au/>).
- Enrolment questions: Question tab on the ECU Student Enquiries site (https://www.askus.ecu.edu.au/cgi-bin/seek.cfg/php/enduser/std_alp.php).
- Faculty of Education and Arts Student Support Officers are available to support prospective and current with all administrative matters: education@ecu.edu.au
OR 08 6304 4000.

Enrolment: University of New England

To study units at UNE for credit towards your degree at the University of Canberra complete two forms; firstly your home University will need to complete an approval form and then you upload this to the online cross-institutional application form and submit them to UNE. You will also need to attach a certified copy of your transcript from the University of Canberra showing your progress thus far.

Below is the link to the Cross institutional application form and a link to the approval form:

<http://www.une.edu.au/for/current-students/forms/ss-xinst-non-award.php> (Cross institutional application form).

<http://www.une.edu.au/for/current-students/forms/cross-inst-requirements.pdf> (Approval form).

If you have any further queries please do not hesitate to contact UNE through AskUNE, webchat or via the direct number 1800 818 865.

Enrolment: Australian National University

To enrol in the ANU cross-institutional elective complete the form available at: www.anu.edu.au/sas/forms/sas36b.pdf and attach transcripts and relevant documents as requested on the form.

Enrolment: University of Southern Queensland

USQ participates in a scheme enabling students who are enrolled in academic programs at other Australian universities to study USQ courses which count towards their program at their home university. Complete the form available at:

www.usq.edu.au/~media/USQ/Current%20Students/Forms/08063CrossInstFormv1Bpdf.ashx - 2010-08-12

For further information, email admissions@usq.edu.au.