

# APPLICATION for CROSS INSTITUTIONAL STUDY: Outgoing

Please provide all information using **BLOCK LETTERS**.

Please complete **ALL SECTIONS** and **ATTACH ALL SUPPORTING DOCUMENTS**.

## Application

This form is for students currently enrolled in a Eastern College Australia award who are requesting permission to enrol in units offered by another institution for the purpose of credit towards their Eastern College Australia award. Please read attached notes prior to filling out this form.

**Please send to:**

**The Registrar**  
**Eastern College Australia**  
5 Burwood Highway  
WANTIRNA. VIC. 3152

### SECTION 1: PERSONAL DETAILS (USE BLOCK LETTERS)

Title      Mr       Mrs       Ms       Miss       Dr       Rev       Ps       Other

Given Names:       Date of Birth:      Day       Month       Year

Family Name:       Preferred Name:

Occupation:       Course:

Student ID:

#### Address and Contact

Street Address       Suburb/Town

State/Province Postcode       Country

Postal Address

Telephone      Home  (    )      Mobile       Work  (    )

Email

### SECTION 2: PROPOSED CROSS INSTITUTION INFORMATION

Proposed Host Institution:

Location:

Host Unit Code:	Unit Name:	Semester:	Credit Points:	Equivalent Eastern Unit details

Indicate reasons for seeking cross institutional study:

### SECTION 3: CHECK LIST

**YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL SECTIONS ARE COMPLETED**

PLEASE ENSURE THAT YOU HAVE INCLUDED THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION.

**REQUIRED INFORMATION.**

- Unit descriptions from the proposed Host Institution handbook
- Any agreement is dependant on your acceptance at the Host Institution. Please provide a copy of your acceptance once approved.
- Signed Application form

### SECTION 4: DECLARATION AND SIGNATURE

Eastern College Australia is required by Government legislation to share information about its students with those Departments which have a legitimate interest in the students' academic status and progress. Such Government agencies include, but are not confined to, Centrelink, Department of Immigration and Citizenship, Commonwealth Department of Education, Science and Training, Victorian Department of Education, Employment and Training, and the Australian Taxation Office.

Information which the College collects and retains about each can also be divulged to the student, upon request to the Academic Administrator. I understand and accept that information about my academic status and progress may be shared with other agencies.

I have read and understood the attached Cross Institutional Study Information sheet.

I declare that the information provided in this application is correct and complete.

Applicant's Signature:

Date:

### SECTION 5: OFFICE USE ONLY

I agree that upon successful completion the proposed units will be credited towards the above mentioned course at Eastern College Australia:

Course

Coordinator

Signature:

Date:

Registrar

Signature:

Date:

- Written approval sent to student:       Data entry completed       Credit approved upon successful completion of unit:

### Cross Institutional Study Outgoing- General Information

The Cross Institutional Provider Program enables students to undertake part of an award course which they are completing at Eastern College Australia (the Home Provider) at another Higher Education Provider (the Host Provider) under certain conditions. To undertake this study the student must:

- Complete the **Application for Cross Institutional Study – Outgoing** form.
- Attach to the form a unit description including information about prerequisites, assessment criteria, unit duration and contact hours (from the Institution Handbook) from the proposed Host Institution.
- Provide a copy of your acceptance from the Host Institution once approved.

The student is required to obtain approval from their Course Coordinator to undertake Cross Institutional Study.

The student is responsible to enrol at the proposed Host Institution and fulfil any enrolment formalities that the Host Institution requires. All payment will be arranged with the Host Institution.

The maximum amount of credit that a student is permitted to enrol in Cross Institutional Study is to be no more than one third of the total unit value for the award. Any agreement beyond this will require special permission.

The units elected for Cross Institutional Study must be of equivalent standard and weighting to units at Eastern College Australia.