

Cross-Institutional Students - Incoming Application for Admission & Enrolment



THE UNIVERSITY
of ADELAIDE

This form is for students who wish to enrol into courses at the University of Adelaide (the host institution) for credit towards their studies at their home institution. Authorisation must be obtained each year before you can enrol. Where approval is granted, students will be given a University of Adelaide student id number, with instructions to logon to UNIFIED at unified.adelaide.edu.au and click on Access Adelaide to enrol online.

SECTION 1: PERSONAL DATA

ID:	Title (Mr, Ms, Mx, Dr):		Gender:	Male ☐ Female ☐ X: Indeterminate/Intersex/ Unspecified ☐
Family Name:			Other Names:	
Country of Birth:			Date of Birth: (DD/MM/YYYY)	__ / __ / __ __ __
Residency Status:	Australian citizen ☐ New Zealand citizen ☐ Permanent Resident ☐ International Temporary Resident ☐ If yes, what is your visa type (eg student, business) _____ Permanent Humanitarian Visa (PHV) ☐			
Home Address:	No / Street: Suburb/Town: State/Country: Post Code:			
Mailing Address:	No / Street: Suburb/Town: State/Country: Post Code:			
<i>*International onshore students MUST provide an International Home address and an Australian Mailing Address *</i>				
Email Address:				
Telephone:	Home:	Work:	Mobile:	

Have you previously studied at the University of Adelaide? Yes ☐ No ☐ If yes, please provide Student ID:

SECTION 2: COURSE ENROLMENT DETAILS

The information you require to complete this section of the form is available on the University's Online Course Planner at <http://access.adelaide.edu.au/courses/search.asp>. You can search to view the course description, subject area, catalogue number, the class number for components you must attend, the timetable and the fee applicable to that course. Not all courses are available as Non-Award so check the section 'Available for Non-Award Study' in the course entry before completing this application.

Indicate if your program is (tick only one box): Undergraduate: ☐ OR Postgraduate: ☐

COURSES

You will be required to enrol online into your approved courses. However if approval is granted after the last day to add online for students, Faculty staff will process the enrolment on your behalf once you have completed the online enrolment checklist.

Sem/ Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number	Course Start Date	Units

Home Institution		
Institution where currently enrolled:	Year commenced?	
List equivalent courses at home institution below:	Code/Level	Units

Fees		
Are you an international fee paying or sponsored student?	☐ Yes ☐ No	For further information on fees see the general rules and conditions on the back of this form.
Are you Commonwealth supported for this award at your home institution?	☐ Yes ☐ No	
Are you a domestic fee paying student?	☐ Yes ☐ No	

This section must be completed by an authorised member of staff at your Home Institution.	
This student is authorised to study the course/s listed above for credit towards the award of _____ to the value of _____ units.	
Name (print):	Position:
Signature:	Date:

This section must be completed by an authorised member of staff at the University of Adelaide	
This student is authorised to study the course/s listed on this form.	
Name (print):	Position:
Signature:	Date:

Declaration – All Students
I have read and understood the general rules and conditions set out on the back of this form. I agree to abide by the Statutes, Regulations, Rules and Policies and other such conditions as may be stipulated by the University from time to time. I agree that the University may release my details, including details of my enrolment and other student information (including academic performance) to the: • Department of Education and/or • Department of Employment and/or • Department of Immigration and Border Protection (DIBP) and/or • Australian Taxation Office (ATO) and/or • Centrelink and/or • Department of Foreign Affairs and Trade (DFAT) and/or • State Department of Further Education, Employment, Science and Technology (DFEEST). If I am an international student studying in Australia, I understand that these reports may have implications for my student visa. I agree that the University may disclose my enrolment and other information to third parties contracted to provide access to the University's online learning materials, for the purpose of allowing access to these materials. The University of Adelaide will not otherwise disclose such information without my consent, unless required or authorised by law or to reduce the threat to the life or safety of any person, as outlined in the University's Privacy Policy. I understand that if any of the information provided by me is subsequently found to be incomplete, incorrect or misleading, the University may elect to terminate my enrolment from a date to be determined by the University, or deem my enrolment to be void from the date of enrolment without any liability on the part of the University. The University is not obliged to reimburse any costs and expenses I have paid or incurred as a consequence of my enrolment. Signature: _____ Date: _____

GENERAL RULES AND CONDITIONS

Please read this information carefully.

Cross-Institutional Students

Students enrolled in a program of study at a higher education institution who want to count courses offered at other universities towards their award at their home institution, may be admitted to such courses as cross-institutional students.

Home Institution

The university at which the award will be conferred is referred to as the home institution. For advice on submitting your application for enrolment as a cross-institutional student, consult your Faculty administrator at your home institution.

Host University

The University of Adelaide is the "host" university at which enrolment in courses is being sought. You will need to obtain permission from your home institution before lodging this form with the University of Adelaide.

Quotas

Quotas that form part of normal selection processes to award programs do not apply. However, the University of Adelaide may not admit cross-institutional students in cases where insufficient places are available for its own students.

Conditions of Admission

Cross-institutional students are subject to the same Statutes, Regulations, Rules and Policies as apply to students enrolled in an award course at the University of Adelaide. These Statutes, Regulations, Rules and Policies relate to attendance at classes, performance or work, discipline, conduct and progress and are to be found in the University's publications.

If a cross-institutional student is subsequently admitted to a program leading to an award at the University of Adelaide, courses passed while enrolled on a cross-institutional basis may only be counted towards an award if specifically approved by the relevant Faculty or School.

Invoices and Commonwealth Assistance Notices

All invoices and Commonwealth Assistance Notices are generated electronically through Access Adelaide. Emails are sent to University of Adelaide student email accounts advising when an invoice/notice is available.

Fee Status

- If you are a Commonwealth Supported student you must complete a Request for Commonwealth Support and HECS-HELP section when you enrol online. This includes students who are New Zealand Citizens and Permanent Residents who are eligible to enrol as Commonwealth Supported students.
- Domestic fee paying students may be eligible to apply for FEE-HELP assistance by completing the Request for FEE-HELP Assistance section when you enrol online.
- If you hold a Commonwealth Supported place at your home institution, please be aware you may still be considered a domestic fee paying student at the University of Adelaide.
- International students will be liable for international tuition fees.

Withdrawal

If you wish to withdraw from your cross-institutional course you must drop the course online at Access Adelaide before the relevant census date. Failure to do so will incur charges and possible system generated result eg Withdraw Fail. Information on census dates for courses in teaching sessions, as well as Withdraw No Fail dates and other critical dates is available at www.adelaide.edu.au/student/dates/

TO LODGE THIS FORM:

1. Choose the course(s) you wish to study at the University of Adelaide and enter the details in Section 2.
2. Obtain authorisation from your home institution by having the form signed by an authorised person from your home institution.
Note: Flinders University students require a Confirmation of Enrolment from Flinders Enrolments Services.
3. Obtain authorisation from the University of Adelaide by having the form signed by the appropriate authorised person from the University.
4. Make sure you complete all sections of the form and retain a copy of the signed form for your personal records.
5. When authority to enrol has been granted and you have received your University ID number and password, logon to UNIFIED at unified.adelaide.edu.au and enrol online at Access Adelaide, complete the relevant sections including HECS or FEE-Help. Consult the relevant Faculty/School Administrator to determine enrolment dates and procedures.
6. It is your responsibility to relay results to your home institution to confirm your credit/status for those course(s). Your home institution, however, has the authority to request these results from the University of Adelaide.