Cross-Institutional Students - Incoming Application for Admission & Enrolment

This form is for students who wish to enrol in 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 No: Title (Mr, Ms, Dr):

Family Name: Given Names:

Country of Birth: Date of Birth: (DD/MM/YYYY)

Residency Status: Australian citizen

New Zealand citizen

Permanent Resident

International Temporary Resident

If yes, state your visa type (eg student):

Home Address: * No / Street:
Suburb/Town: State/Country: Post Code:

Mailing Address: * No / Street:
Suburb/Town: State/Country: Post Code:

* International onshore students MUST provide an International Home address and an Australian Mailing address *

University Email:

Telephone: Home: (   ) Work: (   ) Mobile:

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

Note: If you previously studied under a different name, please provide a certified copy of proof of name change.

SECTION 2: COURSE ENROLMENT DETAILS

The information you require to complete this section is available on the University’s Course Planner at http://access.adelaide.edu.au/courses/search.asp. You can search to view the course description, subject area, catalogue number and the class components that you must enrol into, the timetable and the fee applicable for that course.

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

COURSES – Note: 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.

<table>
<thead>
<tr>
<th>Sem/Term</th>
<th>Subject Area</th>
<th>Catalogue No</th>
<th>Course Name</th>
<th>Class Component</th>
<th>Class No</th>
<th>Course start date</th>
<th>Units</th>
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<tbody>
<tr>
<td>EXAMPLE 3210Sem 1</td>
<td>HIST</td>
<td>2063</td>
<td>Early Modern Europe</td>
<td>LEC</td>
<td>13760</td>
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<td>3</td>
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<tr>
<td>TUT</td>
<td>13763</td>
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Home Institution

Institution where you are currently enrolled: ____________________________ Year commenced: __________

Title of equivalent courses at home institution Code/Year Level Units

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<th>Title of equivalent courses at home institution</th>
<th>Code/Year Level</th>
<th>Units</th>
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Fees

Are you an international fee paying or sponsored student? □ Yes □ No
Are you Commonwealth supported for this award at your home institution? □ Yes □ No
Are you a domestic fee paying student? □ Yes □ No

For further information on fees see the general rules and conditions on the back of this form.

This section must be completed by an authorised member of staff at your Home Institution.

This student is authorised to study the courses/topics listed above for credit towards the award of ________________ to the value of __________________________ units.

Name (please 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 or topics listed on this form.

Name (please 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, Employment and Workplace Relations (DEEWR) and/or
  • Department of Immigration and Citizenship (DIAC) 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 your 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/School 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.

Fee Status
- If you are a Commonwealth Supported student you must complete a Request for Commonwealth Support and HECS-HELP 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 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.

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.

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, 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 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 take a copy of the signed form for your personal records.
5. Present the completed and signed form to the relevant Faculty/School Office at the University of Adelaide.
6. When authority to enrol has been granted, your University ID number and password will be sent to you. Log on to UNIFIED at unified.adelaide.edu.au and enrol online at Access Adelaide ensuring you complete all the required details including HECS or FEE-HELP. Consult the relevant Faculty/School Administrator to determine enrolment dates and procedures.
7. It is your responsibility to relay results to your home institution to confirm your credit/status for those courses. Your home institution, however, has the authority to request these results from the University of Adelaide.

CRICOS Provider Number 00123M