

## **Completing the Cross-Institutional Enrolment Outbound Application Form for La Trobe On Campus students applying to study subjects from the Bachelor of Food and Nutrition Online.**

The Bachelor of Food and Nutrition (HBFN) is a La Trobe University undergraduate award course offered online via Open University Australia. Students enrolled in the course are students of La Trobe University.

You may be able to replace some of your on campus subjects with online subjects from the Bachelor of Food and Nutrition, provided you receive permission from your current Course Coordinator and the Coordinator of the Bachelor of Food and Nutrition.

The Bachelor of Food and Nutrition subjects are based on health sciences subjects taught on campus (including the core first-year subjects), but some subject structures and practical components differ from the on campus health science subjects.

### **Cross-Institutional Enrolment– La Trobe On Campus Students Process**

Students studying on Campus at La Trobe who want to enrol in a Bachelor of Food and Nutrition subject must enrol in the 'La Trobe CSP On Campus to Online' course via Open Universities Australia.

Your application for a 'La Trobe CSP On Campus to Online' enrolment must include a [Cross-Institutional Outbound form](#) signed and approved by both your current Course Coordinator and the Course Coordinator of the Bachelor of Food and Nutrition.

Before your current Course Coordinator approves your request to take any BFN health sciences subject online they will need to consider:

- your study history,
- your intended academic progression (future study),
- your career goals and
- any associated accreditation

to confirm that the subjects are appropriate to replace your on campus subject/s and that they can be credited to your existing degree.

Note: Your application will not be processed by OUA in the absence of an approved Cross Institutional form.

### **Completing the Cross Institutional Outbound form**

1. Complete the form, entering the details of your proposed online subject in the Proposed host unit/subject section
2. Submit the form to your On Campus Course Coordinator in person or via email using your La Trobe email account
3. Your Course Coordinator will complete and sign the **Proposed Unit/S (Subject/S) – Host Institution section** of the form (emailing it to your La Trobe email account if applicable)

If you are seeking to take, a Bachelor of Food and Nutrition online subject as a replacement for a core subject your Coordinator may also provide you with a study or progression plan to be submitted with the form.

Proposed Unit/S (Subject/S) – Host Institution				
Proposed Host Institution:		Location:		
Host unit (subject) code	Host unit (subject) title	Teaching Period	Credit Points	CSP or Fee place

All applications **MUST** be signed and dated by a staff member. Applications **WILL NOT** be accepted without this information.

Print Name:	Position:
Signature:	Telephone Number:

Date:  /  /

4. Send a scanned copy or photo of the signed form and your contact phone number to the Online Student Support team at [support-studyonline@latrobe.edu.au](mailto:support-studyonline@latrobe.edu.au) via email using your La Trobe email account.
5. The Online Student Support team will ask the Course Coordinator of the Bachelor of Food and Nutrition to approve your Application-for-Cross-Institutional-Enrolment\_Outbound form
6. The Online Student Support team will let you know the result of the BFN Coordinator’s review and (provided your application was approved) will send the signed form to Open Universities Australia (OUA) on your behalf.
7. An OUA Student Advisor will then contact you and assist you to finalise your application and enrol.

For further Assistance with the form the La Trobe Online Support team can be contacted via:

- Telephone: 9479 6360
- Email: [support-studyonline@latrobe.edu.au](mailto:support-studyonline@latrobe.edu.au)
- Website: <https://online.latrobe/contactus>