

Guide to completing the Cross-Institutional Enrolment Outbound Application Form and applying to study subjects from the Bachelor of Food and Nutrition Online for current La Trobe undergraduate students.

Commonwealth Supported Place (CSP) La Trobe students studying on campus can take online subjects from the Bachelor of Food and Nutrition (BFN) provided they have permission from the University.

If you are studying on campus with La Trobe University in a Commonwealth Supported Place (CSP) you may be able to replace some of your on campus subjects with online subjects from the BFN, provided you receive permission from your current Course Coordinator and the Coordinator of the BFN.

The BFN 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 so your Course Coordinator needs to confirm that they are suitable for you.

Application process

Your application for a '[La Trobe CSP On Campus to Online](#)' enrolment will need to be made via the OUA website and 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 subject online they will need to consider:

- your study history and current study load (including any sanctions or restrictions on enrolment),
- 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.

Completing the Cross Institutional Outbound form

1. Complete the form:
 - a. Enter the details of your proposed online subject in the 'Proposed host unit/subject' section – see the **red 1** in the image below. You need to ensure that the subject code, subject name and study period are correct. The correct information can be found in the La Trobe [Bachelor of Food and Nutrition Handbook](#)
 - b. Enter the details of your on campus course and the core subject that you are seeking to replace or elective you are seeking to take in the 'Home Institution' section – see the **red 2** in the image below.
2. Submit the form to your On-Campus Course Coordinator in person or via email using your La Trobe email Account.

Your On-Campus Course Coordinator will need to review the suitability of the proposed subject and, provided they agree that the subjects are equivalent, they must sign the **Home Institution Approval** under the 'Home Institution' section of the form (emailing it to your La Trobe email account if applicable) – see the **red 3** below.

**Application for Cross Institutional Enrolment
 Outbound (Home Institution is La Trobe University)**

Cross Institutional Enrolment – Outbound: This form is to be completed by a student from La Trobe University who wishes to study a unit (subject) at another tertiary institution which will be credited towards their degree at La Trobe University.

Have you previously been enrolled at La Trobe University? Yes* <input type="checkbox"/> No <input type="checkbox"/>	
* If yes, please provide your La Trobe student number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Family Name:	First Name:
Date of Birth:	
Address:	
Suburb:	Country: Postcode:
Are you an International Student? <input type="checkbox"/> Yes* <input type="checkbox"/> No	
Are you a U.S. Financial Aid, Sponsored, or Under 18 Student (please tick): <input type="checkbox"/> Yes* <input type="checkbox"/> No	
*Please note: If you hold a student visa you must complete within the time of your electronic Confirmation of Enrolment to meet visa requirement**. **Full-time enrolment can consist of all units (subjects) across all education providers which are approved for credit to the course for which you hold a visa.	
LTI Approval (staff signature):	Date: / / LTI Stamp

1 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: / /

2 Home Institution - Administrative Use Only

Campus:		Course:		
Equivalent La Trobe unit (subject) Code	Equivalent La Trobe unit (subject) title	Year	Study Period	Credit points

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

I certify that upon successful completion, the proposed unit/s (subject/s) will gain advanced standing towards the above mentioned course at La Trobe University

3 Home Institution Approval

Print Name:	SIS ID number:
Signature:	Extension:

Date: / /

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.

- Go to the [Ask a question](#) form and attach a scan or photo of your signed form indicating in the description that you are applying to study a subject from the Bachelor of Food and Nutrition online through OUA
- The Online Student Support team will ask the Course Coordinator of the Bachelor of Food and Nutrition to approve your Cross-Institutional Outbound form

5. The Online Student Support team will contact you via La Trobe email and let you know the result of the HBFN Coordinator's review and (provided your application was approved) will attach a copy of the signed form for you to provide to OUA.
6. Go to the '[La Trobe CSP On-Campus to Online](#)' course on the OUA website to apply for a Commonwealth Supported Place for the single subject.
 - Follow the steps in the application and when you reach the 'Choose how you want to study' screen select 'apply for the degree'.
 - Once you reach the 'Entry requirements' screen select 'Work and life experience' and use the file upload section to upload the signed Application for Cross Institutional Outbound Form.

Please note: The application will not be processed unless a correctly completed form, signed by both your Course Coordinator and Bachelor of Food and Nutrition Course Coordinator, is attached.

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

- Telephone: 03 9479 6360 (Mon-Fri 9:00-5:00 AEST/AEDT)
- Website: <http://latrobe-current.custhelp.com/app/ask>

For assistance with the application you can speak to an OUA Student Advisor on 136736