

# CURRENT COMMONWEALTH SUPPORTED PLACE (CSP) LA TROBE UNDERGRADUATE STUDENTS

Guide to completing the Cross-Institutional Enrolment Outbound Application Form to study subjects from the Open Universities Australia Bachelor of Food and Nutrition Online degree

## ONLINE STUDY PERIOD 4 2019 COMMENCING 25/11/2019

## Completing the Cross Institutional Outbound form

- 1. Complete your personal details in section 1 (see page 2).
- 'Proposed Unit/s (Subject/s)-Host Institution' section 2 (see page 2). Enter the details of your proposed online subject. You need to ensure that the subject code, subject name and study period are correct as highlighted on page 2. The correct information can be found in the La Trobe Bachelor of Food and Nutrition handbook
- 'Home institution-Administrative Use Only' section 3. (see page 2). 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 as highlighted on page 2.
- 'Declaration and Agreement' section 4. (see page 3).
   Sign and date the second page of the Cross Institutional Outbound form.

## Submitting the Cross Institutional Outbound form

Go to <u>Ask a question</u> 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 La Trobe Online Support Team will assess and seek all approvals on your behalf. We will then advise you of the outcome and if approved, provide you with further instructions to submit your form directly to Open Universities Australia (OUA) before the close of enrolment.

COMPLETED FORMS MUST BE SUBMITTED NO LATER THAN 31ST OCTOBER 2019. ASSESSMENT OF FORMS SUBMITTED AFTER THIS DATE CANNOT BE GUARANTEED.

**Please note:** The application will not be processed unless the form is completed correctly and signed by you on the second page.

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: Ask a question



# LA TROBE

Student Administration

### 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? No Yes\* 🗆 1 \* If yes, please provide your La Trobe student number: Family Name: First Name Date of Birth: Address: Suburb: Country: Postcode: Are you an International Student? Yes\* U Yes" Are you a U.S. Financial Aid, Sponsored, or Under 18 Student (please tick): Π \*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 Stamp LTI Approval (staff signature): Date: Proposed Unit/S (Subject/S) – Host Institution 2 OUA online Proposed Host Institution: Location: Host unit (subject) Teaching CSP or Fee Host unit (subject) title Credit Points code Period place Study period: CSP All applications MUST be signed and dated by a staff member. Applications WILL NOT be accepted without this information. We will seek approvals on your behalf Print Name: Position: Signature: Telephone Number: Date: D / 3 Home Institution - Administrative Use Only Campus Equivalent La Trobe uni (subject) Code Credit points Equivalent La Trobe unit (subject) title Year Study Period 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 Home Institution Approva We will seek approvals on your behalf Print Name: SIS ID number: Extension: Signature: Date: D D / M M / Y



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Please select your current funding arrangement with your home instit	tution (plea	se attach evidence):
Commonwealth Supported (CSP)/HECS-HELP		FEE-HELP
Fee-paying Australian tuition		Fee-paying International tuition

DOMESTIC ST	UDENTS ONLY					
institutions in or	e information provided on this form is true and o rder to verify any of the information I have provi reverse any decision made on the basis of inco	ded with this application, if deemed	Inecessary. It			
Signature:	Sign here please		Date:	dd	ı m	m yyyy
I declare that th information abo I acknowledge t made on the ba	AL STUDENTS ONLY the information provided with this application is tr rut me from educational and other institutions wi that La Trobe University reserves the right at an asis of incorrect or incomplete information.	hich I have attended, and from Aus y stage to vary or reverse any deci	tralian governr ision regarding	nent autho admission	nities : n or en	such as DIAC and Di rolment which has b
I dedare that the information abo I acknowledge I made on the ba I am aware of ti the Refund Poli This agreement (a) Using and d (b) Disclosing on with information I accept that thi	e information provided with this application is tr wut me from educational and other institutions with that La Trobe University reserves the right at an asis of incorrect or incomplete information. he conditions relating to my admission and agre icy and Privacy Statement as set out on the Unit t does not remove my right to take further action	hich I have attended, and from Aus y stage to vary or reverse any deci- te to pay all fees for which I am liab versity's website at http://www.latrc under Australia's consumer prote- e with the University's Refund Polic ed by the University, to enable the come the property of La Trobe Univ	stralian govern ision regarding ole, and have re obe.edu.au/inte ction laws. cy and Privacy third party to c versity and are	nent autho admission ead and ao mational/f Statement ontact me	prities s or en gree to ees/tu t; and for the	such as DIAC and D rolment which has b the conditions relati ition

## Contact Details

#### ASK La Trobe Help Zone Level 1, Borchardt Library Melbourne Campus Victoria 3086 AUSTRALIA Telephone: 1300 52 87623 Web: www.latrobe.edu.au/ask-us

### La Trobe International

La Trobe University Bundoora Victoria 3086 AUSTRALIA Telephone: +61 3 9479 1199 Email: international@latrobe.edu.au Web: www.latrobe.edu.au/international