

**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).
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](#)
3. **'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.
4. **'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 [Ask a question](#) 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](#)

