A41B – CROSS-INSTITUTIONAL INBOUND

Welcome to Victoria University! Complete this form if you are a tertiary student enrolled at an educational organisation other than Victoria University, seeking to undertake additional units of study at VU that will contribute credit towards completion of the course based at your home institution.

Victoria University will accept students from other tertiary institutions wishing to study units here on a cross-institutional basis in the coming year/semester/teaching period.

Home Institution		**Host Institution**	Victoria University

1. IMPORTANT INFORMATION

Full fee paying students (International and Australian)	International students need to consult with the International Department of your home institution to determine whether you are eligible for cross institutional study before you complete this form. International and Australian full fee-paying applicants must pay the full fee charges for these units at Victoria University. These charges may vary from those charged at your home institution.
Pre-requisite units	Applicants must meet the pre-requisite requirements for the relevant Unit(s) of Study.
Unit outline/description	You must ensure your home institution is satisfied the unit you wish to undertake at Victoria University will meet the needs and requirements of your course, by supplying them with a unit outline that contains all the relevant details, as part of your application.
Results	It is your responsibility to supply a copy of your results for the Unit(s) of Study undertaken at Victoria University to your home institution. They will confirm your completion of the Unit(s) of Study and appoint the appropriate grade.
Enrolment at both institutions	You are responsible for your enrolment at both institutions. If you wish to withdraw from your cross institutional unit, you must inform both institutions and complete the necessary procedures before the required dates. The home institution will have a cut-off date for applications to be finalised. Your Victoria University enrolment/withdrawal must be finalised before the Census date in the appropriate teaching period. You must contact us if there is any change to your enrolment status at your home institution.
Unit fees	Your Student Contribution/HELP fees/tuition fees for the Unit(s) of Study will be charged by Victoria University.

2. INSTRUCTIONS

1. Read page 1 carefully, complete Section 1 and then present this form to the relevant course and faculty staff at your home institution for authorisation and ask them to complete Section 4 on your behalf.
2. Submit your application to a VU Student Service Centre, at one of our campuses (See next page for location and contact details) When your application for inbound study has been approved by Victoria University, you will be contacted with further information.
3. We will need your proof of citizenship, evidence of your current student fee status at your home institution, and the year you commenced your current course.
4. For Domestic students only, if you wish to defer payment of your enrolment fees through HECS or FEE-HELP, you will also need to complete your eCAF via the government portal to accept your CSP and apply for a HECS or FEE-HELP loan. International students will be required to pay full fee international rates.
5. Timely amendment dates and Census dates related late fees and charges apply for all students studying at Victoria University. For more info, see the VU Student Guide.

3. PERSONAL DETAILS

Title | Family name

Given names | Date of birth

Preferred names | USI*

*Unique Student Identifier

Gender: Male ☐ Female ☐ Non-binary ☐ Different term ☐ Prefer not to answer ☐

Phone | Email

Are you an international or Australian full-fee paying student?

☐ No ☐ Yes (You will be charged full fee charges for the Unit/s of Study undertaken at VU)

Current citizenship or residency status:

☐ Australian citizen ☐ New Zealand citizen ☐ Temporary visa holder

☐ Australian permanent resident ☐ Permanent humanitarian visa holder ☐ Other

4. PERMANENT ADDRESS

All fields are mandatory. Students must provide complete and accurate address details in the section below

Contact Address: Provide the address where you would like the University to send your correspondence.	**Permanent Address:** Provide your permanent Home Address. This address must not be a PO Box. **For International students this must be your permanent home address of your home country.**
Street	**Street**
Suburb/Town	**Suburb/Town**
State **Post code**	**State** **Post code**
Country	**Country**

5. EMERGENCY CONTACT

Contact Name | **Relationship to you**

Contact phone 1 | **Contact Phone 2**

6. PREVIOUS OR CURRENT VU COURSE DETAILS

Have you previously applied for a course or have been/are currently enrolled at Victoria University? ☐ Yes ☐ No

Student ID (if known) | Last year of study (if known)

Course title | Course code

7. HOME INSTITUTE AUTHORISATION

Name of institution

Name of school/department

Mailing address **Post code**

Is this student eligible for a Commonwealth Supported Place? ☐ Yes ☐ No

In what year did the student commence study in their current program?

If Yes, is the student: ☐ Pre-2021 ☐ Post-2021

Course name **Course code**

I have sighted the relevant Unit of Study outline(s) and give approval for this student to enrol in the stated Unit(s) of Study at Victoria University

Authorised person's name **Position/Job title**

Signature **Date** **Phone**

Victoria University unit of study details						Office use only (home institution)	
Unit of study code	**Unit of study title**	**Campus/ Location**	**Attendance mode**	**Teaching period**	**Study year**	**Home inst. EFTSL**	**Home inst. equivalent unit of study code**

8. STATISTICAL INFORMATION

Q1. HT 24

Are you of Aboriginal or Torres Strait Islander origin?

- ☐ Neither Aboriginal not Torres Strait Islander
- ☐ 31 Yes, Aboriginal
- ☐ 42 Yes, Torres Strait Islander
- ☐ 53 Yes, Both Aboriginal and Torres Strait Islander

Q2.

In what country is your residence during the year?
(International Student only)

- ☐ Australia, Postcode
- Or
- ☐ Overseas, name of country

Q3. AUST 1101

In what country were you born?

Year of Arrival (if not born in Australia)

Q4. ENG 01

Do you speak a language other than English at home?

- ☐ No
- ☐ Yes, Language

How well do you speak English?

- ☐ Very Well
- ☐ Well
- ☐ Not Well
- ☐ Not at all

Q5.

What was the highest level of education completed by your parent/guardian #1 and your parent/ guardian #2?

#1	#2	
☐	☐	Postgraduate Qualifications (eg: Masters, PhD)
☐	☐	Bachelor Level Qualifications
☐	☐	Other Post School Qualification (eg. VET/TAFE Certificate, Associate Degree or Diploma)
☐	☐	Completed Year 12 Schooling or Equivalent
☐	☐	Did not Complete Year 12 Schooling or Equivalent
☐	☐	Completed Year 10 Schooling or Equivalent
☐	☐	Did not Completed Year 10 Schooling or Equivalent
☐	☐	Don't Know
☐	☐	Not Applicable

Q6.

Which Year did you leave Secondary School?

Year level left School

- ☐ Year 9
- ☐ Year 10
- ☐ Year 11
- ☐ Year 12
- ☐ High school level is unknown

Q7

What was your highest education level successfully completed prior to commencement?

Year Completed

- ☐ 110 Doctoral Degree
- ☐ 120 Master Degree
- ☐ 200 Graduate Diploma or Graduate Certificate
- ☐ 300 Bachelor Degree
- ☐ 410 Advanced Diploma and Associate Degree
- ☐ 420 Diploma
- ☐ 511 Certificate IV
- ☐ 514 Certificate III
- ☐ 521 Certificate II
- ☐ 524 Certificate I
- ☐ VCE/VM
- ☐ 000 None of the above

Q8

Do you consider yourself to have a disability, impairment or long-term medical condition?

- ☐ No
- ☐ Yes (Please indicate areas of disability, impairment or long-term condition (you may indicate more than one area))
- ☐ Acquired Brain Impairment
- ☐ Intellectual
- ☐ Medical
- ☐ Hearing
- ☐ Learning
- ☐ Mental Illness
- ☐ Physical
- ☐ Vision
- ☐ Neurological condition
- ☐ Other
- ☐ I would like information about available services

9. STUDENT DECLARATION

I have read the information, instructions and privacy information on this form and consent to my home institution providing my personal and enrolment details to VU.

I will have this form approved by my home institution before submitting it to the relevant Faculty.

Student Signature **Date**

OFFICE USE ONLY

COLLEGE/CUA ASSESSMENT & APPROVAL

Approved by (full name)

Signature Date Phone

Processed by Date

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.