



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

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.

INSTRUCTIONS

1. Present this form to the relevant course and faculty staff at your home institution for authorisation, and ask them to complete Section B 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)
3. When your application for inbound study has been approved by Victoria University, you will be contacted with further information and asked to complete a VU enrolment form.
4. 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.
5. If you wish to defer payment of your enrolment fees through HECS or FEE-HELP, you will also need to provide us with your Tax File Number on a Commonwealth Assistance form.
6. Timely amendment dates and Census date related late fees and charges apply for all students studying at Victoria University. For more info, see the [VU Student Guide](#).

SECTION A: PERSON DETAILS

FAMILY NAME: _____ HOME INSTITUTE STUDENT ID: _____

GIVEN NAME: _____ DATE OF BIRTH: ____ / ____ / 19 ____

STREET ADDRESS : _____

SUBURB: _____ POST CODE: _____

PHONE: _____ EMAIL ADDRESS: _____

HAVE YOU PREVIOUSLY ENROLLED AT VICTORIA UNIVERSITY? YES NO VU STUDENT NUMBER (IF KNOWN): _____

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)

SECTION B: 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-2008 Pre-2009 Pre-2010 Pre-2011 Pre-2012 Pre-2013 Pre-2014 Pre-2015 Pre-2016

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.

SIGNATURE: _____ DATE: _____ PHONE: _____

AUTHORISED PERSON'S NAME: _____ POSITION/JOB TITLE: _____

VICTORIA UNIVERSITY UNIT OF STUDY DETAILS			OFFICE USE ONLY (HOME INSTITUTION)	
UNIT OF STUDY CODE	UNIT OF STUDY TITLE	TEACHING PERIOD	HOME INST EFTSL	HOME INST EQUIVALENT UNIT OF STUDY CODE

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: ____/____/20____

OFFICE USE ONLY	VU STUDENT ADMIN PROCESSING			
	ADMISSION BASIS:	FUND SOURCE:	FEE ASSESSMENT:	COURSE CODE:
	MANAGER ENROLMENTS NAME:	<input type="checkbox"/> COPY TO VUI (IF INTERNATIONAL) <input type="checkbox"/> COPY TO STUDENT FILE <input type="checkbox"/> ORIGINAL TO HOME INSTITUTION <input type="checkbox"/> UoS ENTERED <input type="checkbox"/> INVOICE MAILED TO STUDENT		
	MANAGER ENROLMENTS SIGNATURE:			
	PHONE: _____	DATE: _____		
	PROCESSED BY:			
	DATE:			

CURRENT STUDENT INFORMATION	CONTACT US	STUDENT SERVICE CENTRES
STUDENT FAQs: ASKVU Answers Tab www.vu.edu.au/askvu	Online Live Chat: ASKVU Chat Tab www.vu.edu.au/askvu	City King Footscray Nicholson
STUDENT TOOLS: www.vu.edu.au/student-tools	Email: ASKVU Question Tab www.vu.edu.au/askvu	Footscray Park Sunshine
COURSE INFO: www.vu.edu.au/courses	Telephone: Contact Centre +613 9919 6100	St Albans Werribee
STUDENT LIFE: www.vu.edu.au/student-life	On Campus: Student Service Centres	City Flinders Melton

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