

# Application for Cross Institutional Enrolment Outbound



## Student Details

Student Number				
Family Name		Given Name		
Course Code		Course Title		
Are You	<input type="checkbox"/> HECS - Help	<input type="checkbox"/> FEE - Help	<input type="checkbox"/> Domestic Full Fee Paying Student	<input type="checkbox"/> International Student

## ECU CREDIT APPROVAL FOR UNITS COMPLETED AT HOST INSTITUTION

University at which you intend to enrol (Host University)					
Host Institution Unit Details			Credit at ECU		
Unit Code	Unit Title	Teaching Period	Unit Code Or Elective Level	Unit Title	Teaching Period

Course Coordinator's		<input type="checkbox"/> Approved for Credit		<input type="checkbox"/> Not Approved for Credit	
Course Coordinator's Signature or SF Case Number:				Date:	
Course Coordinator's Name:					
Engineering Students Only:	Signature required from Associate Dean Teaching & Learning		Date:		

**Student Declaration:** I have read the instructions relating to cross institution enrolment on the reverse of this form.

Student Signature:		Date:	
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## Return Completed Form to Student Hub

Completed form to be returned to: <https://www.ecu.edu.au/about-ecu/contact-ecu/make-an-enquiry>

## Office Use Only

The unit(s) above have been approved for credit(s) towards the student's degree at Edith Cowan University

Student Hub Coordinator/Manager's Signature		Name	
SF Case Reference Number		Date	

Student's record updated	<input type="checkbox"/> QZZ0001 <input type="checkbox"/> QZZ0002 <input type="checkbox"/> QZZ0004 <input type="checkbox"/> QZZ0005 <input type="checkbox"/> QZZ0007	UNIVERSITY STAMP
	Course note recorded on student's record	

## PROCEDURES RELATING TO CROSS INSTITUTIONAL ENROLMENT

1. As an Edith Cowan student you will require written approval from Edith Cowan University in order to undertake a unit at another host University for credit towards your course of study at ECU.
2. Approval from ECU does **NOT** guarantee approval from the host institution.
3. If your application is approved the host University will provide you with the relevant information required to complete your enrolment.
4. You will be required to complete a HECS Payment Option Declaration for the host University. If paying up-front at either one, or both, Universities please ensure that payment is made by the advertised deadlines.
5. Your host institution will advise you of any additional costs relating to your study.
6. **THIS STEP IS ESSENTIAL IN ORDER TO HAVE THE CREDIT RECORDED IN YOUR ECU RECORD.**

Immediately after your results are available from your host university, you must submit the following to Student Hub at ECU:

- a) An original of your official transcript of results from your host university;
- b) Photocopy of this application.