

# Higher Education

## Cross Institutional Enrolment



HE106

Last updated December 2018

Student Number

Title  Mr  Mrs  Ms  Miss  Dr  
 Other

Surname

Given Names

Preferred Name

Gender  Male  Female  Indeterminate/Intersex/Unspecified

Date of Birth (DDMMYYYY)

Are you an International Student?  Yes  No

**Postal Address** (must be completed by all students)

Number & Street or PO Box

Suburb / Town

State  Postcode

Country (if outside Australia)

Home Phone

Work Phone

Mobile Phone

Email  Have you activated your student account?  
 All correspondence sent to students by CDU will be sent to the student's official CDU email address.

Course Code  ZCIUG1 - Cross Institutional (Undergraduate Studies) Internal  External   
 ZCIPG1 - Cross Institutional (Postgraduate Studies) Internal  External

Name of your Home Institution

Please read the important information on the reverse of this form. **(Note: \*please nominate a language if applying LAN211 or LAN311)**

Charles Darwin University				Your Home Institution Use		
Unit Code	Unit Title*	Teaching Period	Study Mode I/E	Unit Code	Unit Title*	Credit point value

The student named above will receive credit towards their course after having completed the Charles Darwin University unit(s) listed on this form.  
 Our institutions equivalent unit code(s) and credit point values are correct as listed on this form.

Authorising Officer Title  Institution Stamp here

Authorising Officer Name

Authorising Officer Signature

**Commonwealth Support Details**

**Your Home Institution Use**

Current course of study at home institution

Is the student named above Commonwealth Supported at your institution?  Yes  No

Please advise year student commenced:  HECS Help  Fee Help  Full Fee

Authorising Officer Title  Authorising Officer Name

Authorising Officer Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please return this form to Student Central, Charles Darwin University, Darwin, NT 0909.  
 Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au)

**Q1. Are you of Australian Aboriginal or Torres Strait Islander origin?**

- Neither Aboriginal nor Torres Strait Islander
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, Aboriginal and Torres Strait Islander

**Q2. What is your Citizenship and Residence Status this year?**

- Australian citizen (including Australian citizens with dual citizenship)
- New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship. (Note: includes any such persons who have Permanent Resident status)
- I have a permanent humanitarian visa
- I have a permanent residency visa other than a permanent humanitarian visa
- I have a temporary entry permit or am a diplomat or a dependent of a diplomat (except New Zealand) and resides in Australia during this unit of study
- Not one of the above categories and I am residing outside Australia during my unit of study

**Q3. If you have Permanent Resident status, which statement best describes your circumstance?**

- Permanent Residence status does not apply to me
- I am residing in Australia during the semester OR outside Australia as per the course requirement
- I am residing outside Australia for the semester
- On enrolment day I met the residency requirements more than 12 months ago

**The University must have a certified copy of your current visa documentation. Please help us to process your enrolment by providing a certified copy of your current visa as soon as possible if you have not already done so.**

**Q4. In what country is your permanent home residence?**

- Australia, postcode
- OR
- Overseas, name of country

**Q5. In what country is your residence during the year?**

- Australia, postcode
- OR
- Overseas, name of country

**Q6. In what country were you born?**

- Australia
- OR
- Overseas, name of country
- Year of arrival in Australia

**Q7. Do you speak a language other than English at your permanent home residence?**

- No
- Yes, language

**Q8. Where was your permanent home residence during Year 12?**

- Suburb/Town:
- Postcode

**Q9. In what year did you leave Secondary School?**

- Year:

**Q10. What is your highest educational participation prior to commencement?**

- A complete Higher Education postgraduate level course
- A complete Higher Education bachelor level course
- A complete Higher Education sub-degree level course
- An incomplete Higher Education course
- A complete final year of secondary education course at school or Registered Training Organisation
- Other qualification, complete or incomplete
- No prior educational attainment
- A complete VET award course
- An incomplete VET award course

- Year of completion was

**Q11. What was the highest level of education completed by your parent/guardian #1 and your parent/guardian #2**

- | #1                       | #2  |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Post Graduate Qualifications (eg. Masters, PhD)  |
| <input type="checkbox"/> | <input type="checkbox"/> Bachelor Level Qualifications  |
| <input type="checkbox"/> | <input type="checkbox"/> Other Post School Qualifications (eg. VET/TAFE Certificate, Completed Apprenticeship, Associate Degree or Diploma) |
| <input type="checkbox"/> | <input type="checkbox"/> Completed Year 12 schooling or equivalent  |
| <input type="checkbox"/> | <input type="checkbox"/> Did not Complete Year 12 schooling or equivalent   |
| <input type="checkbox"/> | <input type="checkbox"/> Completed Year 10 schooling or equivalent  |
| <input type="checkbox"/> | <input type="checkbox"/> Did not complete Year 10 schooling or equivalent   |
| <input type="checkbox"/> | <input type="checkbox"/> Don't Know   |
| <input type="checkbox"/> | <input type="checkbox"/> Not Applicable   |

**Q12. Do you consider yourself to have a disability, impairment or long-term medical condition?**

- No
  - Yes  
If yes, then please indicate the areas of disability, impairment or long-term condition **and** indicate if you would like to be contacted regarding advice on support services, equipment and facilities that may assist you.
- |  |  |
|--|--|
| <input type="checkbox"/> Acquired Brain Impairment | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Hearing/deaf              | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Intellectual              | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Learning                  | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Medical Condition         | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Mental Illness            | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Mobility                  | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Physical                  | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Vision                    | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Other                     | <input type="checkbox"/> please contact me |

**DECLARATION AND SIGNATURE – All students must complete**

- Read the declaration, and if in agreement then sign and date the form
- **Additional Documentary Evidence – must be certified and provided if you:**
  - Change your name (documentary proof is required – driver’s license, marriage certificate, passport or statutory declaration)
  - Become a permanent resident (documentary proof is required – passport or permanent residency documentation – document must state the month and year residency was granted)
  - Become an Australian Citizen – (documentary proof is required)

1. I declare that I have read the instructions for completing my enrolment and that the information I have provided in connection with this enrolment is true and complete.
2. I acknowledge that it is my responsibility to enrol correctly and understand that I must ONLY enrol in units that comply with the requirements of my course. I have also read the recommended study plan for my course, which is found on the web (<http://www.cdu.edu.au/courses>).
3. I agree to meet all enrolment deadlines and make payment of all fees arising from this enrolment by their due date. I understand that I must accept the consequences of not meeting these due dates in accordance with instructions either published by the University or sent to me in any correspondence from the University relating to my enrolment.
4. I authorise the University to transfer my enrolment to the newest course version at the next available enrolment period, where a course has been replaced and when there is no credit disadvantage to me. I understand that the University will advise me of this in writing prior to any course changes.
5. I authorise the University to transfer, use and disclose any information provided by me to the University, or any information obtained in connection with this enrolment to all its member institutions, the Universities Australia member institutions, the members of the Australasian Conference of Tertiary Admissions Centres (ACTAC), any other tertiary educational institution, any registration/accreditation board (including the Australian Health Practitioner Regulation Agency) or authority either in Australia or Overseas where the University reasonably considers it is necessary.
6. I acknowledge that the University is required to release personal information I have given to the Australian Government Department of Education and Training and that DoE will collect and store my personal information in the Higher Education Information Management System (HEIMS).
7. I understand that the giving of false or misleading information may lead to the cancellation of my enrolment.
8. I acknowledge that while I am enrolled I will comply with the rules, procedures, policies and by-laws of the University, as amended from time to time.
9. I hereby grant permission for Charles Darwin University to verify any documentation which accompanies this application with the issuing body.
10. I understand that I am required to keep the original copy of any documentation provided for a 6 month period following the submission of this form, and that I may be required to produce this as a result of a Charles Darwin University random audit process.

List of supporting documentation included in application :

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

**Important Information:**

**Domestic students must include a Commonwealth Assistance Form with enrolment. Your enrolment cannot be processed until this is received. You can obtain a Commonwealth Assistance Form from your home Institution or contact Student Central to have one mailed to you.**

**Home Institution** means the university, where you are currently enrolled to take out a course of study leading to an award.

Cross-Institutional students undertake approved units at the Charles Darwin University for credit towards their studies at their home institution. They receive normal assessment and examination results but are not enrolled in a Charles Darwin University award program.

Students enrolled in

- an undergraduate course at their home institution enrol in the course code **ZCIVG1** – Cross-Institutional (Undergraduate Studies);
- a postgraduate course at their home institution enrol in the course code **ZCIPG1** – Cross-Institutional (Postgraduate Studies).

Cross-Institutional students are subject to the rules of the Charles Darwin University including those relating to fees and academic progress.

Students are responsible for forwarding their results to their home institution for the awarding of credit.

**Application and Enrolment**

1. Complete this form and the relevant Commonwealth Assistance form (for eligible undergraduate students) or FEE-HELP form (for eligible postgraduate students who wish to access FEE-HELP).
2. After the above documentation has been received and approved, you will be enrolled.
3. An Enrolment and Fees Advice will be forwarded to you. Please ensure that you make payment of relevant fees by the due dates.
4. To obtain a Student Card, please complete the Application for a Student Card form available either from Student Central or via [www.cdu.edu.au/current-students/adminforms](http://www.cdu.edu.au/current-students/adminforms)