



# APPLICATION FOR ADMISSION **Cross Institutional Study - Incoming**

Please provide all information using **BLOCK LETTERS**.

Please complete **ALL SECTIONS** and **ATTACH ALL SUPPORTING DOCUMENTS**.

## Application Closing Dates:

This form is to be completed by students who are seeking approval for Cross Institutional Study (Incoming) where Eastern College Australia is the Host Provider. This form is the second part of the process. The first part is the General Application which can be completed online. This form requires your Home Provider to approve the units of study you wish to have credited towards your award. For application closing dates please refer to the general application closing dates on the website.

**Please send to:**

**The Registrar  
Eastern College Australia  
5 Burwood Highway  
WANTIRNA. VIC. 3152**

## Cross Institutional Study Incoming- General Information

The Cross Institutional Provider Program enables students to undertake part of an award course which they are completing at another Higher Education Provider (the Home Provider) at Eastern College Australia (the Host Provider) under certain conditions. To undertake this study the student must:

- Complete **General Application Form** and include all required information
- Complete the **Application for Cross Institutional Study – Incoming** form.
- Either have Home Institution complete Section 4 or attach to the form a letter of approval from the Home Institution which states that the specific Eastern College Australia units applied for will count towards my award at that institution. The letter must include: the Course name, Institution name, fee category and the name, title and signature of the approving officer.

The units elected for Cross Institutional Study at Eastern College Australia (Host Institution) must be of equivalent standard and weighting to units at the Home Institution. The student is required to have met any prerequisites that apply for the unit.

## SECTION 1: PERSONAL DETAILS (USE BLOCK LETTERS)

Title Mr  Mrs  Ms  Miss  Dr  Rev  Ps  Other

Given Names:  Date of Birth: Day  Month  Year

Family Name:  Preferred Name:

### Address and Contact

Street Address		Suburb/Town	
State/Province Postcode		Country	
Postal Address			
Telephone	Home ( )	Mobile	Work ( )
Email			

Have you previously applied and/or studied at Eastern College Australia or Tabor Victoria? Yes  No

If yes, what year?  Eastern College Australia/Tabor Student ID number

## SECTION 2: UNIT SELECTION

Unit Name	Unit Code	Study Level	Credits	Semester	Approved (office use only)	
					Yes/ No	Signature

Reasons for enrolling in proposed units: \_\_\_\_\_

Applicant's Signature:

Date:

## SECTION 3: CROSS INSTITUTIONAL HOME INSTITUTION APPROVAL

This section is to be completed on your behalf by an authorised officer from your home institution if you wish to have approved Eastern College Australia studies credited towards an award at your home institution. Without this approval from your home institution, your application for Cross Institutional Study cannot be processed.

Current enrolment Fee Type at Home Institution:  Commonwealth Supported Place  Full Fee

I certify that upon successful completion at Eastern College Australia of the unit/s identified in section 4, credit will be granted towards the course you are currently enrolled in at this institution.

Name of the Home Institution for which the unit may count \_\_\_\_\_

Course \_\_\_\_\_

Institution \_\_\_\_\_

Name of authorised officer \_\_\_\_\_

Signature of Authorised officer \_\_\_\_\_

Position Title \_\_\_\_\_ Date \_\_\_\_\_

INSTITUTION  
STAMP

## SECTION 4: PAYMENT OPTIONS

Should you be accepted to Cross Institutional study at Eastern College Australia we will need to know how you intend to pay for your tuition before you can be enrolled. Please select from the payment options below. Tuition fees vary from year to year, please check the website for the current Fees Schedule.

Defer my payment through HECS-HELP. (Please check your eligibility on the 'going to uni website, [www.goingtouni.gov.au](http://www.goingtouni.gov.au), HECS-HELP Application Forms and Information Booklets are available from reception)

Defer my payment through FEE-HELP. (Please check your eligibility on the 'going to uni website, [www.goingtouni.gov.au](http://www.goingtouni.gov.au), FEE-HELP Application Forms and Information Booklets are available from reception)

Pay my tuition upfront, in full to the college.

Pay my tuition via the Direct Debit payment schedule. In this option students are required to pay 30% of their tuition as a deposit. The remaining 70% attracts an additional 10% administration fee and is directed debited from your nominated account fortnightly.

### AGREEMENT

I acknowledge that the selections made above are my written agreement with Eastern College Australia. I will inform the College **in writing** if any of the above selections change. I am aware that a \$100 per unit withdrawal fee will apply if I withdraw after Enrolment Day and before Census Date. ***I have read and understand the refund policy on the Eastern College Australia Website (www.eastern.edu.au)***

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