USQ

admissions@usq.edu.au

UNIVERSITY OF SOUTHERN QUEENSLAND

CROSS INSTITUTIONAL ADMISSION FORM

STUDENT ADMINISTRATION

If you have previously been enrolled in any program at DDIAE, UCSQ or USQ, place your student number here.

USQ Student Number

1. PERSONAL DETAILS

Name

Title

Family Name

Previous Family Name

Given Name/s

Mailing Address

No and Street

Suburb/Town

State

Postcode

Country

Date of Birth (Compulsory)

Day

Month

Year

Indicate which assessment centre you will attend – to view code, visit: www.usq.edu.au/studentadmin/exams/default.htm

Gender

M/F

Do you want your name and phone number distributed to other students in your region?

Yes

No

Daytime Telephone Number

( )

Mobile Number

Email Address

Fax Number

( )

2. CITIZENSHIP STATUS (TICK ONE BOX ONLY) *This form is not for International students

- Australian Citizen
- New Zealand Citizen
- Granted Australian permanent residence status
- Granted Permanent Humanitarian Visa

In what country were you born?

3. COURSE DETAILS

Year (eg 2007)	Course (eg ACC5205)	Course Name	Semester (S1, S2 or S3)	Mode (Day/Ext)

STUDENTS TO COMPLETE

4. QUALIFICATIONS

- Secondary level

  Enter details of Senior or Year 12/matriculation level studies you have completed.

Name of Senior/Year 12 (eg HSC, GCE 'A' Level)	Student No. Candidate No.	Name of School or Centre	State or Country where undertaken	Year Completed (eg 2006)

- Post-Secondary Studies including previous USQ, UCSQ and DDIAE Programs. Show all attempts made at these studies.

Year First Enrolled	Year Last Enrolled	Name of Program/Award (eg Bachelor of Business)	Institution (eg Griffith University)	Student No.	Program Completed	
					Yes	No

5. STUDENT DECLARATION

(Your application is unable to be considered if this declaration is not signed.)

(a) I agree to comply with the statutes, regulations and policies of the University of Southern Queensland.

(b) The information I have supplied is accurate and complete.

(c) I understand that if I supply inaccurate or incomplete information to USQ, USQ may cancel my enrolment.

(d) I understand I am responsible for providing all necessary documentation as evidence of my qualification, studies and relevant experience.

(e) I give permission for any person, government authority, educational institution, employer or previous employer to provide any information concerning my admission/enrolment and study program to USQ that USQ requests.

USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law

Signature

Date

6. INFORMED CONSENT

(Your application is unable to be considered if this declaration is not signed.)

I understand that:

- The University of Southern Queensland (USQ) is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me;
- USQ will disclose this information to the Department of Education, Employment and workplace Relations (DEEWR) for those purposes;
- DEEWR will store the information securely in the Higher Education Information Management System;
- DEEWR may disclose the information to the Australian Taxation Office (ATO); and
- USQ and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

Signature

Date

HOME UNIVERSITY TO COMPLETE

(YOUR APPLICATION IS UNABLE TO BE CONSIDERED IF PARTS 7 AND 8 ARE NOT COMPLETED AND SIGNED.)

7. VERIFICATION OF COMMONWEALTH SUPPORTED PLACE

The following authorisation **must** be completed by a fees officer of the home university.

A. This student is eligible at his/her home university for a Commonwealth supported place? Yes ☐ No ☐

Fees Officer Signature only

B. If yes, what type of Commonwealth supported student?

☐ 2008
☐ Pre-2008
☐ Pre-2005

8. APPROVAL OF STUDY

Approval is given for this student to undertake the nominated course(s) at USQ for the nominated semester and sit the examination according to the USQ Examination Schedule for this/these course(s). If students wish to change the semester nominated, new approval must be given to USQ.

On successful completion of the course(s), credit will be given to the student's academic program at this University.

Name of University Officer

Position

Name of University

Date

UNIVERSITY STAMP

Signature

The Cross Institutional Program is a scheme which enables students who are currently enrolled in award programs at other Australian universities to study University of Southern Queensland (USQ) courses which count towards the program at their home university. Cross Institutional students may select most external or on-campus courses which USQ offers, providing space is available in the course.

Australian citizens, New Zealand citizens, holders of Permanent Residency or Permanent Humanitarian Visas should use this form.

International students are able to apply to study cross-institutionally through the office of Continued and Professional Education (Conted) on a full fee paying basis. For further information contact Conted on (07) 4631 2720 or visit: www.usq.edu.au/conted.

APPLICATION CHECKLIST

- ☐ I have completed sections 1 – 4 of this Admission Form.
- ☐ I have read, understand, signed & dated sections 5 & 6.
- ☐ My home university has completed, stamped, signed and dated sections 7 & 8.
- ☐ **I have completed and signed the relevant Commonwealth Assistance Form.**

Please forward your completed form and **'Commonwealth Assistance Form'** to USQ.

Please Note: *Due to the requirements of signatures & a stamp from your home university, faxed or scanned/emailed application forms cannot be accepted.*

MAIL TO:

Admissions
Student Administration
University of Southern Queensland
Toowoomba QLD 4350

APPLICATION INFORMATION

Application Dates

For information on application dates please visit: www.usq.edu.au/studentadmin/crossinst/keydates.htm or contact Student Administration on (07)4631 2063.

Please Note: Incomplete applications cannot be processed and will be returned to you by mail for completion.

Due to the requirements of signatures & a stamp from your home university, faxed or scanned/emailed application forms cannot be accepted.

Commonwealth Assistance Forms

A Commonwealth Assistance Form can be obtained from your home university or by contacting the USQ Fees Officer on (07) 4631 2610.

If you are a New Zealand Citizen or an Australian Permanent Resident you may not be eligible to choose your Student Contribution Payment Option. Please contact the USQ Fees Officer for further information on (07) 4631 2610

Assessment Centre Code

USQ has a large number of examination centres across Australia and in other parts of the world. Students sit examinations at the examination centre near their home.
A list of examination centres and their codes is available at www.usq.edu.au/studentadmin/exams/default.htm. Please be sure to select an examination centre code and enter it in the appropriate place on the Cross Institutional admission form.

Selecting Courses Details

Select, in consultation with your home institution, the appropriate USQ courses. Detailed information about any of our courses **can be obtained through the Internet at www.usq.edu.au/course/specification**.

* All students must ensure that courses selected are appropriate for their level of study. For example, all courses 1000-4000 are undergraduate and all courses 5000-8000 are postgraduate level.

Acceptance of Application

Acceptance of an application, whenever received, will depend on availability of places in the course(s) required, as the number of study packages available for any course is limited. Therefore, it is advisable to submit applications for Cross Institutional enrolment as early as possible.

The onus is on the student to become familiar with and to comply with the USQ rules and regulations, as contained in the USQ Handbook.

Withdrawal from a Course

All withdrawals of enrolment must be submitted either by letter, fax or email. Any notification of withdrawal received after the census date for the semester will result in an academic penalty (fail), and the student contribution liability will remain.

Re-enrolling

If you wish to study further USQ courses in subsequent years, it will be necessary to obtain and submit a new approval and admission form.

Examinations

External students will be notified of the date, time and location of their examination, approximately five weeks before the examination period.
The student must sit for the exam on the USQ scheduled date.

Results and Information Service

USQ has a service which enables students to obtain their results and enrolment information by visiting www.usq.edu.au/usqconnect.
A password is allocated to each student.

PLEASE NOTE:

This admission form will be returned if ALL sections have not been completed and signed by your home university.

FURTHER INFORMATION:

Admissions
Student Administration
University of Southern Queensland
Toowoomba Qld 4350

PHONE: (07) 4631 2063

EMAIL: admissions@usq.edu.au

USQ GRAPHICS (08-063)