



Student Number

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

1. Personal Details

Name	Title	Family Name	Previous Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Given Name/s

Mailing Address

No. and Street

Suburb/Town

State

Postcode

Country

Date of Birth (DD/MM/YYYY)

Gender

M F

Indicate which exam centre you will attend – to view code, visit:

www.usq.edu.au/current-students/assessment/exams/change-exam-centre or call **1800 269 500**

Daytime Telephone Number

Mobile Number

Email Address

Fax Number

2. Citizenship status (please tick one box only)

Citizenship Status (please select from drop down list)

In what country were you born?

*This form is not for International students – please contact USQ International on international@usq.edu.au

3. Course details

Year (eg 2007)	Course (eg ACC5205)	Course name	Semester	Mode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note not all courses are available due to either placement or practical requirements. Faculty approval for these courses will be required. Furthermore, please note not all courses are offered at all campuses. If you choose on-campus mode, you will be allocated the closest campus that offers the course.

Students to complete

4. Study history

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 number	Program completed?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Collection advice

USQ collects personal information for university purposes of providing tertiary education and related ancillary services and associated functions pursuant to the University of Southern Queensland Act 1998. USQ collects this information in accordance with the *Commonwealth Higher Education Funding Act 1988*, the *Higher Education Support Act 2003*, the *Education Services for Overseas Students Act 2000 (ESOS Act)*, *ESOS Regulations 2001* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.

Where relevant USQ may give all or some of this information to:

- other education providers to administer cross-institution enrolments
- commonwealth and state government departments, agencies or their authorised agents or contracted service providers and to USQ approved Representatives (agents and partners) and to other organisations (including international entities) who provide sponsorship or funding for your studies to seek verification of information or provide information regarding your studies (and visas and overseas student health cover if applicable) or to enable surveys concerning your education to be undertaken
- other students enrolled in the same courses as you or as may be required by a Faculty to facilitate USQ's provision of tertiary education services to you and other students including in the future.

Other than as set out above, personal information will not be disclosed without your consent unless required or authorised by law.

To facilitate USQ's provision of tertiary education and related ancillary services and associated functions, you acknowledge and consent to the disclosures set out above and to the transfer of your personal information outside of Australia and communication via any available electronic means.

In handling any personal information disclosed to you by the university, you agree to use this information for purposes of your study at USQ only and to abide by USQ's ICT Policies.

Your rights to access and amend your personal information are set out in the *Information Privacy Act 2009 (Qld)* which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to USQ Privacy Officer.

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

- I agree to comply with the statutes, regulations and policies of the University of Southern Queensland.
- The information I have supplied is accurate and complete.
- I understand that if I supply inaccurate or incomplete information to USQ, USQ may cancel my enrolment.
- I understand I am responsible for providing all necessary documentation as evidence of my qualification, studies and relevant experience.
- 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

7. 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).
- 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 8 and 9 are not completed and signed)

8. 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?

Y N

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

Pre-2009 Pre-2010 2010

Fees officer signature only

9. 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 from the home university.

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

Signature

Date

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 on a full fee paying basis. For further information contact the International Recruitment and Admissions team on **+61 7 4631 5543** or by email **international@usq.edu.au**

APPLICATION CHECKLIST

I have completed sections 1 – 4 of this Admission Form.

I have read, understand, signed & dated sections 5, 6 & 7.

My home university has completed, stamped, signed and dated sections 8 & 9.

Forward completed applications to:

Mail: **Admissions**
Level 1, Y Block
University of Southern Queensland
Toowoomba QLD 4350

Email: **study@usq.edu.au**

Application information

APPLICATION DATES

For information on application dates please visit: www.usq.edu.au/apply or call **1800 269 500**.

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

COMMONWEALTH ASSISTANCE FORMS

The Commonwealth Assistance Form **must** be completed electronically as part of the enrolment process if you are currently studying in a Commonwealth supported program. The Commonwealth Assistance form must be completed electronically as part of the enrolment process if you are currently studying in a Commonwealth supported program. **Students who do not complete an eCAF by the semester census date will have their enrolment cancelled in accordance with the Federal legislation (Higher Education Support Act 2003).**

EXAM 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/current-students/assessment/exams/change-exam-centre or call **1800 269 500**. 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/current/

* 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
Level 1, Y Block
University of Southern Queensland
Toowoomba Qld 4350**

PHONE: **1800 269 500**

FAX: **07 4635 5550**

EMAIL: **study@usq.edu.au**