



Incoming Cross Institutional Study Application

Purpose and Process

This form is for domestic students enrolled at another Australian higher education provider who wish to study one or more approved Alphacrucis (AC) units and have those units credited towards their current award at their home institution. International students from other institutions are not eligible to apply for cross-institutional study at AC.

Please follow the procedure below:

1. Obtain home institution approval: Before applying, secure written cross-institutional study approval from your home institution confirming the AC unit/s you may take and that they will credit the result/s towards your course.
2. Complete and submit this form: Fill out the Student Details and Units Requested sections, then upload this form as part of your application to study at Alphacrucis, along with (a) your home institution's CIS approval and (b) an academic transcript showing any prerequisites. You can also email these to admissions@ac.edu.au
3. Enrolment and fees: If approved, AC will enrol you as a non-award (cross-institutional) student and advise the fees payable. Your enrolment must be finalised before the unit's census date.
4. Results: On successful completion, AC will issue you an academic transcript / statement of results to provide to your home institution.

Student Details

Student name: _____

Date of birth: _____

Email address: _____

Phone number: _____

Citizenship/Residency: _____

Home institution: _____

Student number (at home institution): _____

Current program (course/award) at home institution: _____

Units Requested at Alphacrucis University College

AC Unit Code and Name: _____

AC Unit Code and Name: _____

AC Unit Code and Name: _____

Year: _____

Teaching period (Semester/Term): _____

Delivery mode/location (on campus, online or blended): _____

If you are applying for cross-institutional study across more than one teaching period, please fill out a separate form for each semester/term.

Home Institution Approval (attach)

Attach your home institution's written approval confirming the above unit/s and that the result/s will be credited to your course. This may be:

- An official, signed approval letter on the home institution's letterhead from an authorised officer, including the authorised officer's name and contact details OR
- An AC Cross-Institutional Study Home Provider Endorsement form, completed by an authorised officer at your home institution

Home institution approval attached: ☐ Yes ☐ No

Student Declaration

I confirm the information provided is true and complete. I understand that enrolment is subject to AC approval, payment of fees, and meeting unit prerequisites, and that I am responsible for confirming credit arrangements with my home institution. While I am a student at AC, I will abide by all policies and procedures, including the AC Code of Conduct.

Signature: _____

Date: _____

For AC Use Only — Academic Approval (Program Director)

Unit/s available in the requested teaching period: ☐ Yes ☐ No

Prerequisites met / waived: ☐ Yes ☐ No

Application approved: ☐ Yes ☐ No

Program Director name:

Signature: _____

Date: _____

For AC Use Only — Enrolment & Fees (Registry)

Student Application received in Quercus: ☐ Yes ☐ No

Non-award enrolment created in Quercus: ☐ Yes ☐ No

Quercus reference / student number:

Census date:

Fees advised / invoiced: ☐ Yes ☐ No

Authorised Officer name:

Signature: _____

Date: _____

Alphacrucis University College Stamp:

