

**AUSTRALIAN COLLEGE OF THEOLOGY
CROSS INSTITUTIONAL STUDIES**

Cross Institutional Enrolments are available through the Australian College of Theology. Application forms are available from your primary sponsoring ACT college. All applicants need to ensure that once completed, the application form should be lodged well in advance of the various deadlines, as later applications will not be accepted.

Definition of Cross Institution Student

Students who are currently enrolled in an award at another Higher Education Provider providing documentary evidence that nominated units completed at the ACT will count towards that particular award.

Documentation needed

For the purposes of Cross Institutional study, the ACT is the “host institution” and your current non-ACT college is the “home institution”.

Original documents required include:

- A current official transcript of your current program of study available from your home institution. Certified copies are also acceptable.
- You will also need to provide the ACT with a letter of authority from your home institution, stating clearly that you have permission to undertake Cross Institutional study at the ACT in the units of study concerned.
- Cross Institution students will pay for any unit(s) undertaken at the ACT (i.e. pay up-front, or submit a FEE-HELP application form to the ACT).

The above documents should be supplied to your primary sponsoring ACT college for application.

Withdrawal

As an enrolled cross institution student you cannot add any units to your approved program.

To withdraw from a cross institution unit you must complete a change of enrolment form at your primary sponsoring ACT college. Any withdrawal from a cross institution unit must be completed before the census date. Failure to do so will lead to both academic and financial penalties.

Further information

If you would like further information about Higher Education Fees please visit the following website— studyassist.gov.au

Simon Davies
Director of Academic Services
10 September 2015
policies/cross institutional enrolment studies

