LA TROBE UNIVERSITY

Academic Services

Application for Advanced Standing

Sections A & B *to be completed by the* ***student****.*
(Please read notes on reverse side before completing this form.)

SECTION A: Personal Details

Family Name: _____ Student No: ☐☐☐☐☐☐☐☐

Given Names: _____ Mr/Mrs/Ms/Miss/Dr: _____

Address: _____

State: _____ Postcode: _____

Telephone: _____ Email: _____

Faculty: _____ Course: _____ Location: _____

IPO stamp

Are you an **international student**? Yes ☐ No ☐ (please tick)

Please note: You must maintain a full-time enrolment to meet visa requirements. DIAC will be advised and may reduce the period of your visa.

IPO Approved: _____ Date: ____/____/____

SECTION B: Details of Previously Completed Units for which Advanced Standing is Requested

Note: An original or certified copy of a transcript of Academic Record and the relevant course handbook entries **must** accompany this application.
The documentation will be retained by the University.

Previous Institution	Previous Course	Previous Units Studied	What LTU units are you applying for credit for?

I accept and acknowledge the Advanced Standing (credit) indicated on this form.

Signature of student: _____ Date: ____/____/____

Please read these notes before completing this form

Form Submission
Applications for Advanced Standing should be submitted to the relevant Faculty/School.

Fee Refunds – Unit(s) removed
1. Requests for refund of General Service Fee, Post Graduate Fees and Up-Front HECS must be made in writing to the university.

   Application for Refund forms are available at all Student Administration Centres and on the web at: www.latrobe.edu.au/acadserv/current/fees.
2. A copy of the International Fee Refund policy can be obtained from the International Programs Office at your campus or by calling IPO on (03) 9479 1199.

Government Allowance
If you receive a GOVERNMENT ALLOWANCE you are responsible for advising the appropriate government department of any enrolment variations. A change in courseload may affect your entitlement.

Enrolment Verification
Students are encouraged to check their contact and enrolment details via StudentOnLine (www.latrobe.edu.au/acadserv/current/studentonline.html) prior to the census date in each semester/term.

International Students
1. To comply with visa conditions, international students must:
   a. Maintain a valid visa
   b. Undertake no more than 25 per cent of their total course by distance and/or online learning. You must be enrolled in at least one face to face unit for each semester of your enrolment. (US students on FFELP are not permitted to undertake any unit by distance and/or online learning).
   c. Complete their course by the expected completion date as specified on your eCoE. As such, an enrolment on a less than full-time basis must be approved by your faculty.
   d. Provide the University with your address details within seven days of arrival or address change.
   e. Maintain a full-time study load (unless you have received permission from your Faculty to do otherwise).
   f. Only undertake paid work or voluntary work if you have permission to work on your student visa, and not above the maximum number of hours allowed on your visa.
   g. Maintain Overseas Student Health Cover or equivalent.
2. I understand that I must formally accept the Advanced Standing once approved by the Faculty. I acknowledge this will be via an email sent to my official La Trobe University student email account.
3. Please note: If you apply for Australian Permanent Residence (in the future) under the Department of Immigration and Citizenship (DIAC) General Skilled Migration program and need to meet the two-year study rule (two years at 100% of a full-time load as the course is registered on CRICOS), it is your responsibility to ensure you enrol appropriately. We recommend you seek advice on this before accepting your Advanced Standing Offer. You can also go to DIAC's website at www.immi.gov.au
4. Application for Advanced Standing must be lodged within 2 weeks of receipt of the commencement of your first semester of enrolment.
5. Complaints or appeals regarding the Advanced Standing process need to be referred back to your relevant faculty. See the University Policies website: www.latrobe.edu.au/policies

If you receive Advanced Standing that reduces your time enrolled at the University to complete your course, DIAC will be informed and you will be issued with a new eCoE reflecting your course end date.

The International Programs Office can provide advice on matters related to International Students including procedures for visa extension. The web page is www.latrobe.edu.au/international Contact IPO at level 2, Peribolos East, Phone 03 9479 1199 or Email: International@latrobe.edu.au

Privacy Notice: Details regarding collection, use, disclosure and access of personal information from this form are available from the following web site address www.latrobe.edu.au/privacy , or by contacting your local student administration office, or by telephone at (03) 9479 2005

La Trobe University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
CRICOS Provider Number: 00115M

Academic Services December 2007 Version 2.2

CG 79156

SECTION C: Unit Advanced Standing Granted – to be completed by Faculty/School

Unit Code	Unit Title	Institution	Year Level	Unit Credit Points	% Advanced Standing Granted	If Preclusion granted indicate Alternative Unit

OFFICE USE ONLY

SECTION D: Unit Level Advanced Standing Granted – to be completed by Faculty/School

Year Level	Credit Points	Institution

SECTION E: VET/TAFE Credit Details (Required for commencing students only from 2008) – to be completed by Faculty/School

LTU Course Code	
Credit Used	
Credit Basis	
Field of Education	
Level Details	
Provider Type	

Comments _____

_____

Under normal (full time) progression, when is the student expected to complete this course? Sem Year_____

Indicate below the unit codes to be removed from the student's enrolment

Name of Authoriser (Please print): _____Person ID: _____

Signature: _____ Date: _____/_____/_____

OFFICE USE ONLY Data entry completed/Unit removed/Student advised Date:____/____/____/ Initials_____

Credit Points	EFTSL/Credit Used
5	0042
10	0083
15	0125
20	0167
30	0250
45	0375
60	0500
120	1000