

Section A: General Information - Please read before completing this form

Form submission

Applications for Advanced Standing MUST be submitted to the relevant Faculty/School. Sections B & C to be completed by the student.

Fee Refunds – Subject(s) removed

1. Requests for refund of 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 La Trobe International at your campus or by calling LTI 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 course load 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. 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
2. Students can apply for Advanced Standing for any subject within the first 2 weeks of commencement of studies in that subject.
3. 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. La Trobe International can provide advice on matters related to International Students including procedures for visa extension. The web page is www.latrobe.edu.au/international. Contact LTI at:
 Albury-Wodonga: Student Life Room 4237 Level 2 Building 4, Phone (02) 6024 9774 or email: Iso.aw@latrobe.edu.au
 Bendigo: LTI Old Engineering Building, Phone (03) 5444 7269 or email: iobendigo@latrobe.edu.au
 Bundoora: LTI Level 2, Peribolos East, Phone (03) 9479 1199 or email: international@latrobe.edu.au

Section B: Personal Details

Student Number:

Family Name:		First Name:	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		Date of Birth:	
Email:		Telephone:	
Current Faculty:	Current Course:	Current Location:	
Are you an International Student ?: <input type="checkbox"/> Yes <input type="checkbox"/> No		<div style="border: 1px solid black; width: 100px; height: 80px; margin: 0 auto;">LTI compliance office stamp</div>	
Are you a U.S. Financial Aid or Sponsored Student ?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>Please note: If you hold a student visa you must complete within the time of your electronic-Confirmation of Enrolment to meet visa requirements. If your course length is reduced with advanced standing LTI will issue a new eCoE. This means that you will be expected to complete your course based on the new course length, regardless of your visa expiry date. DIAC will be notified and may reduce the period of your visa.</p>			
Nominated Staff member approved:		Date: / /	

International Students - please tick box to acknowledge the following statement:

- I understand that I must formally accept the Advanced Standing once approved by the Faculty. I must accept the Advanced Standing by signing the back of this form or by sending an acceptance email to the Faculty.

Section C: Details of Previously Completed Subjects 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 Subjects Studied	What LTU Subjects are you applying for credit for?

Signature of Student:

Date: / /

