



BRISBANE COLLEGE OF THEOLOGY

APPLICATION TO STUDY CROSS INSTITUTIONALLY *for units undertaken at another Higher Education Provider for credit towards a BCT award*

Letter of Authority

Home Institution: Brisbane College of Theology

Member School St Francis' St Paul's Trinity (please ✓)

Host Institution: _____
(This institution must be a registered Higher Education Provider)

Student Details:

Last Name: _____ **First names:** _____

BCT Student ID: _____

Course Enrolled in at BCT: _____

Permission is granted for _____

to undertake Cross-Institutional studies at _____
(name of Host Institution)

during semester 1 2 (circle which semester) of 20__ (insert year)

in the following unit(s):

Host Institution Unit(s)		For Credit to BCT Award (office use only)	
Unit Code	Unit Title	Unit Code	Unit Title

Noted: _____ (Member School Academic Dean)

Approved: _____ Date: _____
(BCT Dean)

Cross-Institution students will pay for any unit(s) undertaken at the host institution (ie request for FEE-HELP forms need to be completed for the host institution).
Students must comply with all enrolment procedures required by the Host Institution.

CROSS-INSTITUTIONAL STUDIES NOTES

1. DEFINITION OF CROSS-INSTITUTION STUDENT

- Students who are currently enrolled in an accredited award at one Higher Education Provider (their Home Institution) may, with permission from the home institution, undertake study at another Higher Education Provider.

2. BCT STUDENTS WISHING TO STUDY CROSS INSTITUTIONALLY AT ANOTHER HIGHER EDUCATION PROVIDER

- BCT students wishing to study units at another Higher Education Provider for credit towards a BCT award must first get permission to apply to the Host Institution from their Academic Dean.
- Students must obtain all the unit particulars:
 - Name of Host Institution.
 - Unit name and code
 - Level of the unit (eg Bachelor level, Graduate Diploma level, Masters level etc)
 - Copy of the unit outline, or curriculum statement, which states the learning outcomes and aims of the unit.
 - Mode and dates that the unit is offered.

NOTE: All applicants need to ensure that once completed, the application form should be lodged well in advance of the various deadlines, as later applications may not be accepted.

2. APPLICATION

Students must comply with all application and enrolment procedures required by the Host Institution.

- BCT Students will pay for any unit(s) undertaken at the Host Institution:
- BCT Students must pay their fees by the Payment Due Date, as stated on their tax invoice.
- Eligible students may apply for FEE-HELP. Forms are available from the Host Institution or the BCT Registry.
 - Students who have already applied for FEE-HELP at the BCT will need to complete a new form for the Host Institution, and will need to supply their CHESSN as part of the Enrolment Procedures.

4. WITHDRAWAL

Whilst enrolled at a Host Institution students will need to comply with all regulations regarding changing, adding to, or withdrawing from units that are applicable at that institution.

NOTE: Any withdrawal from a Cross-Institution unit must be completed before the census date. Failure to do so will lead to the standard academic and financial penalties.

5. COMPLETION OF THE CROSS INSTITUTIONAL UNIT

Within 10 working days from receipt of their Results Notice from the Host Higher Education Provider Students must send a certified copy to the BCT Registry. The cross institutional unit will then be added to their BCT student record

6. FURTHER INFORMATION

Further information about Higher Education Fees is available on the following website—
www.goingtouni.gov.au