



Melbourne Law Masters – Cross Institutional Student Application Form

This form should be completed by students wishing to undertake subject/s on a cross-institutional basis.

Information for Applicants:

Please note the following in relation to cross-institutional enrolments:

Availability of places:

All subjects within the Melbourne Law Masters Program at the University of Melbourne have quotas limiting the number of students able to enrol. This ensures class sizes are suitable to provide an optimal learning environment.

Once a class has reached its quota, a waiting list is available. You should indicate in the appropriate place on this form whether you would like to be placed on the waiting list for your nominated subject/s if you are unable to gain a place initially. Subject numbers are checked regularly and if places become available students on the waiting list are contacted via email and offered a place. Candidates have a limited time within which to accept their place before it is offered to the next person on the list.

Cross institutional applicants should note priority of places in subjects is given to students enrolled in Graduate Diplomas and Masters degrees within the Melbourne Law Masters Program at the University of Melbourne.

Enrolment procedures:

If you are successful in gaining a place in subjects nominated on a cross-institutional basis, you will be required to complete the standard enrolment procedures at the University of Melbourne. These may be the same as, or similar to requirements you have completed at your home institution. The University of Melbourne requires that you complete all requirements at this university, even if you have already completed items at your home institution.

For example, if you wish to use FEE-HELP to cover your tuition fees for subjects in which you are enrolled at Melbourne, you MUST lodge a FEE-HELP application form with the University of Melbourne, even if you have already completed a form

at your home institution. If you do not lodge a form by the due date, you will be required to pay your tuition fees up front.

Your enrolment pack will contain instructions on completing your enrolment. You must complete all items shown **by the due date**.

The University of Melbourne imposes fees and penalties when items listed are not completed on time. You should note failure to complete your enrolment and/or pay fees imposed can lead to the termination of your enrolment with the University. If terminated, students must apply for reinstatement and pay a reinstatement fee to continue their studies at Melbourne. Where subject/s are fully enrolled, terminated students may forfeit their place in these subject/s.

Fee Policy:

A copy of the University of Melbourne's fee policy can be found at: <http://www.futurestudents.unimelb.edu.au/aust/fees/policy/index.html>

Please note cross-institutional students are required to pay tuition fees for subjects undertaken at the University of Melbourne, to the University of Melbourne, while any associated amenities and services fees are payable to a students' home institution.

Once enrolled, students will receive an Enrolment Record and Statement of Liability showing the fees payable and the methods available for payment.

Subject Fees for 2008 are \$3500 per subject (for Local and International students)

Citizenship Status:

The University of Melbourne requires **all students** to provide evidence of citizenship status.

Australian and **New Zealand** citizens may provide an original or certified copy of passport, certificate of citizenship or birth certificate.

Permanent Residents and **International students** MUST show their passport and visa to Student Administration. This should include visa showing first entry to Australia, and passport/s showing all stamped entry and exit pages.

Approval from home institution:

Cross institutional applicants must provide written approval from their home institution stating that they have permission to enrol in the subject/s nominated on a cross institutional basis, and that these will be credited to the degree being undertaken at the home institution.

Approval should accompany this application form, or may be emailed to: law-masters@unimelb.edu.au.

Cross-institutional applications will not be processed until approval has been received.

If you do not have approval from your home institution and wish to undertake subjects within the Melbourne Law Masters Program, you must apply as a Continuing Education student - application forms available at:

<http://masters.law.unimelb.edu.au/>

Changes to your enrolment:

All requests for changes to your enrolment must be made in writing to the Melbourne Law Masters Office. If you have any queries regarding enrolment procedures, please contact this office.

Students must observe the University of Melbourne's regulations in regards to timely withdrawal of subjects. Failure to comply may result in the recording of a FAIL grade and/or the inability for a student to obtain a refund of fees. Students should refer to the University's fee policy for further information, and to the Melbourne Law Masters Course Rules, available at:
<http://www.masters.law.unimelb.edu.au/go/courses-and-subjects/course-rules>

Attendance Requirement:

Please note there is a 75% attendance requirement for all subjects within the Melbourne Law Masters Program.

Privacy:

The University of Melbourne's privacy policy with regards to student information can be viewed at:

<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

Given the nature of cross-institutional enrolments it may be necessary from time to time for a student's home and host institution to provide information to one another in relation to a student's enrolment, however this will only be done within the provisions of the University's privacy policy, or with the express permission of the student. To grant permission, you should complete the section below under 'Declaration'. Please note if you do not complete this section it may not be possible to effectively administer your enrolment at this University, and you will be required to provide all information directly to each institution. The Melbourne Law Masters Office at the Melbourne Law School will not be held responsible for any delays/difficulties this may cause.

Application Checklist/Submission Instructions:

Before submitting your application you should ensure the following items have been completed:

- All sections of this form have been completed;
- Approval from home institution has been attached or forwarded to the Melbourne Law Masters Office;
- Evidence of Citizenship has been provided as specified above.

Please submit your completed application form and accompanying documents to:

Admissions and Enrolments Coordinator,
Melbourne Law Masters Office
Faculty of Law
University of Melbourne
Victoria 3010

Telephone: +61 3 8344 6190
Facsimile: +61 3 9347 9129
Email: law-masters@unimelb.edu.au

Please retain these information pages for your reference.

Melbourne Law Masters – Cross Institutional Student Application Form



THE UNIVERSITY OF
MELBOURNE

Application Form:

This form should be completed by students wishing to undertake subject/s on a cross-institutional basis.

Citizenship Status:

Please indicate your citizenship status by ticking the appropriate box:

- Australian citizen New Zealand citizen
 Australian Permanent Resident International student

Personal Details:

Title: _____ Date of birth: _____

Enrolment number: _____ (If previously enrolled at this University)

Surname: _____ Any former surname: _____

Given names: _____

Permanent address: _____

_____ Post code _____

Email: _____

Tel.: (Home) _____ (Business) _____

Fax: _____ Mobile: _____

Business Address: _____

_____ Post code _____

Your preferred mailing address: Permanent Business

Please ensure you advise the Melbourne Law Masters Office in writing of any changes to your contact details.

Previous Studies (Course, Institution where undertaken, Year completed):

Course	Institution where undertaken	Year completed

Current Studies:

Title of course in which you are currently enrolled:

Name of institution at which you are currently enrolled:

Subjects:

Please nominate the subject/s in which you wish to enrol on a cross-institutional basis. Please indicate by placing a tick in the box next to the subject if you wish to be placed on the waiting list in the event the subject/s listed are fully enrolled.

Subject number	Subject Name	Semester	Waiting List?

Please note it is the student's responsibility to ensure prerequisites are met for subjects in which they enrol. Subject prerequisites are published within the subject descriptions in the Melbourne Law Masters Handbook and on the subject page on the website www.masters.unimelb.edu.au.

Declaration:

I declare that, to the best of my knowledge, the information supplied in this application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my academic record may result in the withdrawal by the University of any place which may be offered and that this withdrawal may take place at any stage during the course I undertake. I understand that this application is submitted and received on the understanding that the University may obtain official records or further information with respect to this application from any other University, Institution or person. I understand that the Melbourne Law Masters Office reserves the right to reject an application for Cross-Institutional study that does not comply with Faculty policy. I understand that it may be necessary from time to time for my home institution to be advised of my enrolment in subjects in which I am enrolled on a cross-institutional basis at the University of Melbourne and grant the University of Melbourne permission to contact my home institution in relation to my enrolment in subject/s in which I am enrolled at this University on a cross-institutional basis.

Signature of Applicant _____ Date: _____