



Enrol Across Awards Application

Progression Guidelines (Note: Not applicable to ECU Bachelor or MBA units)

University Foundation Program, Diploma and Advanced Diploma Programs

Students must complete the Award in which they are enrolled prior to enrolling in the next award. This means that the University Foundation Program **must be completed** before a student commences the Diploma Program and the Diploma Program **must be completed** before a student commences the Advanced Diploma Program.

Exceptions

Where a student is unable to enrol in the remaining units of a lower level award because the required units are:

- not offered in that trimester; and
- there are no alternative units available; and
- minimum of 6 units at the lower level award have already been successfully completed

A student will be permitted to enrol in a higher level award unit subject to gaining approval from the ACBT Deputy Principal. This permission would normally be given if a student has demonstrated ability in the lower level award via satisfactory results.

Students should complete the manual enrolment form, *Application to enrol across awards: University Foundation Program/Diploma Program and Advanced Diploma Program* and provide this form to the Deputy Principal for approval.

Notes

- This situation is only likely to occur where a student is taking units that are offered on a rotational basis only or the student has passed a minimum of 6 units at the lower level award and wishes to take more than 2 units in that trimester.
- Permission will not be granted where a student is able to enrol in enough units at the lower level award to make up a full load of 4 units.
- Subsequent failure in lower level units will require a student to re-enrol in those units. Subject to approval by the Deputy Principal, additional higher level award units may be taken at the same time, however, it is likely that the load will be reduced to ensure students have enough study load to clear their lower level award.
- If the student has failed the lower level units more than once, or if the student is on Conditional Status, approval for higher level units will not be granted.
- Approval from the Deputy Principal and completion of the "Enrol across Awards Application" will be required each time a student wishes to enrol across awards.

Examples

- Student has passed 6 University Foundation Program (UFP) units and the final two units required for this award are not offered in the trimester – subject to approval, student may take 2 Diploma units.
- Student has passed 6 University Foundation Program (UFP) units and wishes to study a full load of 4 units in the trimester – subject to approval, student may take 2 UFP units and 2 Diploma units.
- Student has passed 7 Diploma units and wishes to take 4 Advanced Diploma units. This is not possible as the student is required to first complete the Diploma. However subject to approval, student may take the final Diploma unit and 3 Advanced Diploma units.



Enrol Across Awards Application

Applications must be submitted before the start of trimester

Family name: _____ Other Names _____

Student ID: _____ Mobile phone: _____

Current course: _____

Please read and understand the progression guidelines overleaf before completing this form.

Are you eligible to enrol across awards?

Please circle responses

1. I have completed and passed at least 6 units of my existing course? **YES NO**
(Either University Foundation Program or Diploma Program);

2. The units needed to complete my award are not offered this trimester; or **YES NO**

3. I have enrolled in all units required to complete my award and wish to add 1 or 2 more units so that I have a full load this trimester **YES NO**

4. If answer is **YES** to any of the above, please indicate the unit you would like to enroll for

Please complete the table below as it will help us to assess your ability to achieve satisfactory results should your application be approved.

Subjects studied last Trimester	Unit Code	Result (%) Grade
1.		
2.		
3.		
4.		
5.		
6.		

I understand that if approval is granted, it will apply only for the coming trimester and that I must enrol in any outstanding units for my existing award next trimester

Student Signature: _____ DATE: _____

Received by: _____ DATE: _____

OFFICE USE ONLY:

Request granted: **YES / NO** Approved by: _____
Deputy Principal

Reason for non-approval: _____

Database Adjustment: _____ DATE: _____
Student Records Manager