

# SYDNEY COLLEGE OF DIVINITY

## CROSS INSTITUTION STUDY FORM Registration in Modules at another SCD Member Institution

Please complete the form below and provide a copy to the registrar at both your home institution, and the other member institution at which you will be taking modules.

Name: \_\_\_\_\_ Student No: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

CHESSN: Yes / No      CHESSN: \_\_\_\_\_

(if a CHESSN already exists for the student please indicate this on the new FEE HELP Application form)

My Home Member Institution is \_\_\_\_\_

The award I am enrolled in: \_\_\_\_\_

The unit(s) I will be undertaking:

SCD Teaching Member Institution	Semester / Year	Unit Code	Module Name	Credit points	Fee Help

Signature: \_\_\_\_\_

Home Member Institution Registrar

**Process:**

- The student will provide a completed copy of this form to both Member Institution’s registrars
- The Home Institution will add the module (with no timetable) to the students program.
- The Teaching Institution will enrol the student in the module and add the timetable
- Once the unit is completed, the Teaching Institution will provide a copy of the student’s academic record to the Home Institution for the marks to be recorded.