

Advanced Standing Application

(Please complete this section if you would like credit for prior learning or professional experience)

Southern Cross University policy allows for the granting of advanced standing for previous post-secondary study (normally completed within the last ten years), relevant professional experience or demonstrable expertise (documentation to be attached). If you wish to apply for advanced standing towards your course, you should complete and return the Advanced Standing Application form to your relevant School at PO Box 157 Lismore NSW 2480. It is important to apply for advanced standing as early as possible in your studies, as the amount of advanced standing you are granted may affect which units you need to enrol in. If you have already applied for advanced standing and have not yet been advised of the outcome, please contact the Student Liaison Team at your relevant School on: 02 6620 3000.

Personal Details:

Student ID Number:

Title (Mr Mrs etc) Family Name First Given Name Other Given Name

Course Information:


Course Name:

Major area/s of study

Do you expect to graduate as a result of this Advanced Standing application? Yes No

Previous Studies:


Name of institution	State	Course Name	Course Code	Was course completed? Y/N	Last year of study
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 **Please note:** An application for Advanced Standing for previous studies, will **NOT** be considered unless **certified** copies of your Academic Transcript and detailed Unit Outlines are provided.

Industry/Professional Experience:

(consideration may be given for industry experience, professional development, studio performance or artistic expertise).

Is your application made on this basis? Yes No

 **Please note:** An application for Advanced Standing for Industry/Professional experience will **NOT** be considered unless supporting documentation is submitted, eg: portfolio, curriculum vitae...

List the Southern Cross University (SCU) units you are seeking Advanced Standing for:

In the table below list the Southern Cross University units for which you are seeking Advanced Standing (refer to the Southern Cross University website www.scu.edu.au for unit information)

SCU Unit Code	SCU Unit Name	Previous Institution		Year completed unit
		Unit Code	Unit Name	
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Declaration

I declare the information submitted is correct and complete. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

Student's Signature Date

The personal information you provide on this form is protected by the NSW Privacy and Personal Information Protection Act 1998. You should be aware that you are providing this information of your own free will. The personal information you provide will not be made available to any person or organisation outside of the University or for any other purpose without your consent. Your personal information will be stored at Southern Cross University and will be kept for a minimum of one year and then destroyed. You may access and/or ask us to amend any of the personal information we hold on you.

Checklist

- Have you submitted your Academic Transcript?
- Have you submitted your Unit/Subject outlines?
- Industry Experience documentation
- Signed and dated Declaration
- Submit your application to the relevant School

Student Name Student ID #

Unit Code	Unit Name	Unit Substitution	Approval Y/N	Basis for recommendation eg. TAFE Studies, VET Provider Studies	Institution	Course	Entered
							<input type="checkbox"/>
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* If a student has received Advanced Standing approval for a unit outside the approved course structure, please indicate the unit that is being substituted in the Unit Substitution column.

CHECKLIST

- Updated Study Plan
- Entered Advanced Standing Application
- Checked Advanced Standing applied correctly to Study Plan
- Added Student Comment (if unit substitution)
- Letter sent

Signature: Date:

Name: Position:

Application Actioned : Date: