

Exchange application closing dates:

- Semester 2 closes the second Friday in January
- Semester 1 closes the second Friday in July

<b>1. Student Details</b>			
Student Number		Phone Number	
Surname		First Name	
Course Title		Major / Minor	
<input type="checkbox"/> My emergency contact details on SIMO are up to date.			
<b>2. Proposed Exchange Period</b>			
When do you wish to commence your exchange?	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	Year:
How many semesters are you applying for?	<input type="checkbox"/> One	<input type="checkbox"/> Two	
<b>3. Choice of Exchange Institution</b>			
List your two preferred exchange institutions here. We will make every effort to place you in your first preference; however, this selection will depend on availability of places.			
	<b>Institution</b>	<b>Country</b>	
1 <sup>st</sup> Preference			
2 <sup>nd</sup> Preference			
<b>4. Statement of Purpose</b>			
Academic and personal reasons for wanting to undertake an exchange and expected outcomes:			

## Conditions of Participation in the Student Exchange Program

### Prior to Departure:

- I authorise ECU to release relevant information to my host institution for the purpose of arranging my exchange.
- My exchange placement may be terminated if I do not maintain a pass average and Good Academic Standing status in the semester prior to going on exchange and/or I do not complete at least 120 credit points prior to going on exchange, and I will be liable for any payments already made related to my exchange placement.

### On Exchange:

- I understand that I remain subject to the rules and regulations of Edith Cowan University as well as the rules and regulations at my host institution and in my host country.

On being accepted into the ECU Student Exchange Program, I understand the following:

- All official communication from ECU will be sent to my ECU email account and that I am responsible for regularly checking my ECU email account while on exchange.
- I must provide ECU Student Central with my overseas contact details within 1 week of arriving at my host institution.

### Tuition and Fees:

- I must pay ECU tuition fees and other applicable fees, such as the ECU Student Services and Amenities Fee (SSAF) as per my normal ECU payment methods and deadlines while I am on exchange.
- Whilst I will not pay tuition fees to the host institution; I understand other host institution fees may be applicable.
- All outstanding ECU fees/encumbrances must be cleared prior to my departure for exchange. Enrolment on

### Enrolment on Exchange:

- I am responsible for confirming my enrolment at the host institution with ECU Student Central as soon as it is finalised. Any changes to my enrolment at the host institution requires a new credit transfer form to be completed and authorised by the Course Coordinator prior to being submitted to ECU Student Central.
- Once I confirm my host institution enrolment with ECU Student Central, I give permission to ECU Student Central to make changes to my ECU enrolment only for the purpose of finalising my ECU enrolment for my exchange semester. This will include enrolling me in and/or withdrawing me from ECU units as per the approvals on my Credit Transfer Form.
- I understand that for any units I fail at host institution I will receive a fail grade for the approved equivalent ECU unit and I may need to meet additional ECU requirements on my return.

### I acknowledge that:

- I am responsible for requesting an official Statement of Academic Results (transcript) from my host institution to be sent to ECU Student Central.
- I am responsible for checking that my transcript has been received by ECU Student Central. My results will not be processed until the transcript has been received.
- Going on exchange in my final semester can delay my graduation. As a graduating student it is my responsibility to ensure that all exchange paperwork, including my transcript from the host institution, is submitted to ECU Student Central and that my exchange results are in order.
- I have included an Exchange Credit Transfer Form with this application that has been approved by my ECU Course Coordinator.

**5. Student Declaration:** I confirm that I have read and understood the Conditions of Participation for the Student Exchange Program.

STUDENT SIGNATURE:

DATE:

Submit the Student Exchange Application Form and authorised Credit Transfer Form to Student Central

## OFFICE USE ONLY

### Exchange Eligibility Criteria

- |   |   |
|---|---|
| <input type="checkbox"/> Good standing  | <input type="checkbox"/> Course WAM >50                                 |
| <input type="checkbox"/> Will have completed 120 CP before commencement of exchange | <input type="checkbox"/> At least 45 CPs remaining at start of exchange |

### Outcome

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Accepted | <input type="checkbox"/> Not Accepted |
|-----------------------------------|---------------------------------------|

Form Completed by:

Full Name: