

Dual Enrolment Form

This form applies to students completing their final unit in the *Foundation Program* and who wish to start their Diploma in the same trimester. Please scan and email your completed form to the below email address after the release of official academic results and prior to the start of a next trimester:

Burwood students: please submit completed form to dcoll-acadserv@deakin.edu.au

Geelong students: please submit completed form to dcoll-sasgeelong@deakin.edu.au

Correspondence related to this form will be sent to your Deakin College email address.

If Deakin College needs to contact you on your personal email or telephone, College staff will only do so using the details you have recorded via the Student Portal.

Please ensure that your details are correct / current. If they are not, please update them now by completing the [Change of Student Details Form](#).

To be eligible for a dual enrolment, the following criteria apply:

- The applicant must have accepted a package offer for the *Foundation Program* and a Diploma;
- The applicant must have achieved satisfactory attendance (80 per cent) in each trimester (as per the requirements of the Enrolment, Fees and Charges Policy);
- The applicant must have achieved satisfactory academic progress in each trimester (as per the requirements of the Academic Progress Policy);
- If the applicant is a government sponsored student, all appropriate documents (financial guarantees) must be relevant for the proposed study program; and
- All Applications are subject to approval by Academic Manager on a conditional enrolment basis.

Student ID: Date of Birth:

Family Name: Given Name:

Mobile: Diploma Course:

Preferred Unit:

Day and Time Diploma unit offered:(subject to availability)

Declaration

- I hereby apply for a dual enrolment in the *Foundation Program* and in my Diploma. I declare that I have read, understood and I meet each of the eligibility criteria above for the dual enrolment.
- I accept that if I am approved for a dual enrolment, I will be limited to one Diploma unit and that if I fail any unit, whether Foundation or Diploma, I will not continue in the Diploma until I have completed all of the requirements for the *Foundation Program*.

Student Signature:**Date:**.....

Parent/Legal Guardian Signature:**Date:**
(if under the age of 18 years of age):

OFFICE USE ONLY

ACADEMIC MANAGER

Interview Required: Yes No Date interview scheduled: _____

Interview Completed: Yes Not Applicable Date: _____

Dual Enrolment Approved: Yes No

Signature: _____ Date: _____

ACADEMIC MANAGER

Comments: _____

STUDENT AND ACADEMIC SERVICES OFFICER

No of subjects completed in Foundation (pass / overall) _____

Attendance record: T1 _____% T2 _____% T3 _____%

Sponsor Student: Yes No

Manual Enrolment Date: _____

Condition Updated - Yes / No

Maximum Study Load Set _____ %

Students Notified of Non-approval Date: _____

Name & Signature: _____

Student and Academic Services Officer

Date: _____