

This form is to be used by

- prospective students who wish to apply for cross-institutional study, or
- prospective / current UniSA students who wish to apply for a single course enrolments either as non-award or audit at UniSA.

Please complete each section carefully and attach the relevant documents as indicated in the checklist which forms part of the student declaration in Section 5.

This form must be complete and all documents attached before being lodged with Campus Central. Forms that are not complete will be returned and may result in an unsuccessful application due to late submission.

Important Information

Cross-Institutional students

- Cross institutional study is enrolment in one or more UniSA courses that contribute to a student's program requirements at another registered provider.
- Fees for cross-institutional enrolments are based on student's fee paying status at their home institution. If a student is Commonwealth supported at their home institution they will be Commonwealth supported for their cross-institutional enrolment. If a student is fee paying at their home institution they will be fee paying for their cross-institutional enrolment.
- Students may be required to provide evidence of their fee paying status at their home institution when applying for admission to cross-institutional study.
- International students wishing to enrol on a cross-institutional basis must ensure that any relevant visa requirements are met.
- Tuition fees are set by each Division and are available at www.unisa.edu.au/fees/nonaward.asp
- Cross institutional students will have access to University information technology resources and automatic borrowing rights with the library.

Non-Award students

- Assessment tasks are undertaken but completion of the course does not count towards a current program.
- Incur tuition fees and are not eligible for Commonwealth Support (ie cannot access HECS-HELP). Tuition fees must be paid by the due date.
- May not enrol in more than 9 units in any study period.
- May not normally complete courses totalling more than one quarter of the total units for any program.
- Courses taken as non-award may be approved as credit towards the requirements of a future program, at the discretion of the Program Director.
- Will have access to University information technology resources and automatic borrowing rights with the library.
- Tuition fees are set by each Division and are available at www.unisa.edu.au/fees/nonaward.asp

Audit students

- Enrolment in one or more courses in which attendance is for information only, with no assessment. Students may attend lectures but attendance at tutorials and practicals will be subject to Course Coordinator approval.
- Completion of the course cannot be used for credit towards the requirements of a program.
- Will not have access to University information technology resources and will not have automatic borrowing rights with the library.
- Incur tuition fees and are not eligible for Commonwealth Support (ie cannot access HECS-HELP). Tuition fees must be paid by the due date.
- Tuition fees are set by each Division and are available at www.unisa.edu.au/fees/nonaward.asp

Clinical / Field placements within a course

Applications for enrolment in courses requiring clinical or field placement will need the Course Coordinator to confirm that a placement will be available for the student. Students wishing to enrol in these courses will be required to provide evidence of current student registration with the relevant registration board.

Application time lines

You are required to lodge this application with Campus Central no later than two weeks prior to the commencement of teaching for the relevant study period in order to ensure access to course materials and services. Late applications will be subject to approval by the relevant Course Coordinator. Key dates for each study period are listed at www.unisa.edu.au/future/study/keydates.asp

More information

For more information about fees please call Student Finance on 8302 1112.

For more information about these types of enrolment, please read the Enrolment Policy (www.unisa.edu.au/policies/policies/academic/A48.asp) or contact Campus Central (details on page 7)

| Section 1: Personal details | |
|---|--|
| Student ID: | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Please complete ID if you are a previous UniSA student) |
| Mr/Miss/Ms/Mrs: | First name(s): |
| Family name: | |
| Date of birth: | Country of birth: |
| Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | Country of citizenship: |

| Home address | |
|-----------------|-------------------|
| Address line 1: | |
| Address line 2: | |
| Address line 3: | |
| City / Suburb: | State / Province: |
| Country: | Postcode / Zip: |

| Mailing address (if different from above) | |
|---|-------------------|
| Address line 1: | |
| Address line 2: | |
| Address line 3: | |
| City / Suburb: | State / Province: |
| Country: | Postcode / Zip: |

| Phone details | | | | |
|--------------------|-------------------------------|---------------------------------|----------------------------------|------------------------------|
| Home phone: | | Mailing address phone: | | |
| Mobile: | | Fax: | | |
| Preferred contact: | <input type="checkbox"/> Home | <input type="checkbox"/> Mobile | <input type="checkbox"/> Mailing | <input type="checkbox"/> Fax |

| Email details |
|--|
| <p style="font-size: small;">Please provide an email address to be used for processing this application. Cross-institutional and non-award students will be issued a UniSA email account for future communication. Audit students will continue receiving emails to the address entered below.</p> |
| Email: |

| Program details | | |
|--|-------------------------------------|--|
| Type of admission | Mode of attendance | Career |
| <input type="checkbox"/> Cross-Institutional | <input type="checkbox"/> Internal | <input type="checkbox"/> Undergraduate |
| <input type="checkbox"/> Non-Award | <input type="checkbox"/> External | <input type="checkbox"/> Post-graduate |
| <input type="checkbox"/> Audit | <input type="checkbox"/> Mixed Mode | |
| <input type="checkbox"/> ICE-WARM | | |

Section 2: Statistics

1. Are you of Indigenous Australian or Torres Strait Islander origin?

- Not Applicable
 Aboriginal
 Torres Strait Islander
 Aboriginal and Torres Strait Islander

2. If you are not an Australian citizen, do you:

- have New Zealand citizenship (including those with permanent residency)
 reside in Australia with a Permanent Humanitarian visa
 have a Temporary entry permit/ visa or are a diplomat or dependant of a diplomat (except New Zealand)
 have Permanent Resident status

Date permanent residency granted: DD/MM/YYYY

3. In what country will you reside for the duration of your studies:

- Australia
 Other (Please specify):

4. If you were not born in Australia, what year did you arrive:

(If you have never arrived in Australia, enter '0000')

YYYY

5. Do you speak a language other than English at your home residence?

- Yes No, English only

If yes, please provide non-English language spoken most often: _____

Previous education (all questions must be answered)

6. POST-GRADUATE program of any type
(Higher Doctorate, PhD, Master's Preliminary or Qualifying, Postgraduate Certificate etc):

- (a) Never Commenced
(b) Commenced but not all requirements completed
(c) Completed all the requirements for the award

If you answered (b) or (c), please provide:

Start Year: YYYY End Year: YYYY

7. BACHELOR Degree

- (a) Never Commenced
(b) Commenced but not all requirements completed
(c) Completed all the requirements for the award

If you answered (b) or (c), please provide:

Start Year: YYYY End Year: YYYY

8. DIPLOMA, ASSOCIATE DIPLOMA or ASSOCIATE DEGREE undertaken at a CAE, University, Teacher's College, Institute of Technology, Institute of Advanced Education or Institute of Tertiary Education:

- (a) Never Commenced
(b) Commenced but not all requirements completed
(c) Completed all the requirements for the award

If you answered (b) or (c), please provide:

Start Year: YYYY End Year: YYYY

9. DIPLOMA, ASSOCIATE DIPLOMA or ASSOCIATE DEGREE undertaken at TAFE (Technical & Further Education) College or other VET Institution:

- (a) Never Commenced
(b) Commenced but not all requirements completed
(c) Completed all the requirements for the award

If you answered (b) or (c), please provide:

Start Year: YYYY End Year: YYYY

10. TAFE AWARD course other than the above, undertaken at a TAFE College, CAE, Institute of Technology, Institute of Advanced Education, Institute of Tertiary Education, or other VET institution. (Do not count secondary education courses, or hobby/ recreational/ leisure or personal enrichment courses):

- (a) Never Commenced
- (b) Commenced but not all requirements completed
- (c) Completed all the requirements for the award

If you answered (b) or (c), please provide:

The last year you were enrolled in that course: YYYY

11. FINAL YEAR OF SECONDARY EDUCATION at a High School, Technical High School, Secondary School or College:

- (a) Did not do final year
- (b) Did final year

If you answered (b), please provide:

The year in which you completed the final year of secondary education: YYYY

12. FINAL YEAR OF SECONDARY EDUCATION at another institution

- (a) Did not do final year
- (b) Did final year

If you answered (b), please provide:

The year in which you completed the final year of secondary education: YYYY

13. OTHER QUALIFICATION or certificate of attainment or competence

- (a) Do not have
- (b) Do have

If you answered (b), please provide:

The year the requirements for the qualification or certification were completed: YYYY

Highest Qualification of Parents/Guardians

The Department of Education, Employment and Workplace Relations (DEEWR) require universities to collect data from all students regarding the highest educational attainment of their parents/guardians.

Parent/guardian 1 and parent/guardian 2 are the people that you choose to identify in these roles.

14. Parent/Guardian 1:

Highest educational attainment

- Postgraduate Qualification (eg Postgraduate Diploma, Masters, PhD)
- Bachelor Degree
- Other post school qualification
(eg associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- Completed Year 12 schooling or equivalent
- Did not complete Year 12
- Completed Year 10 schooling or equivalent
- Did not complete Year 10 schooling or equivalent
- Don't know
- I do not wish to provide this information (go to question 15)

Male Female

15. Parent/Guardian 2:

Highest educational attainment

- Postgraduate Qualification (eg Postgraduate Diploma, Masters, PhD)
- Bachelor Degree
- Other post school qualification
(eg associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- Completed Year 12 schooling or equivalent
- Did not complete Year 12
- Completed Year 10 schooling or equivalent
- Did not complete Year 10 schooling or equivalent
- Don't know
- I do not wish to provide this information (go to question 16)

Male Female

| Disability/Impairment details | | | | | |
|--|-----------------------------------|-----------------------------------|---------------------------------|----------------------------------|--------------------------------|
| 16. Do you have a disability, impairment or long-term medical condition, which may affect your studies? | | | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| If yes, please indicate the area(s) of impairment | | | | | |
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Learning | <input type="checkbox"/> Mobility | <input type="checkbox"/> Vision | <input type="checkbox"/> Medical | <input type="checkbox"/> Other |
| <input type="checkbox"/> I would like to receive information about University support services, equipment and facilities that may assist me, and how to access them. | | | | | |
| Note: Information you provide about your disability or medical condition will be managed in accordance with the University policy on confidentiality of student's personal information. | | | | | |

| Section 3: Enrolment |
|---|
| See www.unisa.edu.au/enrolonline for information on how to complete the following section. Do not try to enrol online yourself, the University will process this on your behalf. Please ensure that you provide the correct Enrolment class number and all related classes for each course. See example for the correct method of completing this section of the form. The Course Coordinator for each course must approve your application. For courses requiring clinical or field placements, the Course Coordinator must confirm that a place will be available for you. |

| Course Example | | | | | | | |
|-----------------------|--------------|------------------|-----------------------|------------|--------------|-----|-------|
| Study period | Subject area | Catalogue number | Description | Class type | Class number | Day | Time |
| 2 | COMP | 1009 | Programming in Java 2 | Lecture | 23741 | Mon | 3-5pm |
| <h1>Example Only</h1> | | | Related class 1 | Tutorial | 23591 | Wed | 3-4pm |
| | | | Related class 2 | Practical | 23595 | Mon | 2-3pm |

| Course 1 | | | | | | | |
|---|--------------|------------------|-----------------|------------|--------------|-----|------|
| Study period | Subject area | Catalogue number | Description | Class type | Class number | Day | Time |
| | | | | | | | |
| | | | Related class 1 | | | | |
| | | | Related class 2 | | | | |
| Course Coordinator's name: | | | | | | | |
| <input type="checkbox"/> For courses requiring clinical or field placement, I confirm that a placement will be available for this student | | | | | | | |
| Course Coordinator's signature: | | | | | Date: | | |

| Course 2 | | | | | | | |
|---|--------------|------------------|-----------------|------------|--------------|-----|------|
| Study period | Subject area | Catalogue number | Description | Class type | Class number | Day | Time |
| | | | | | | | |
| | | | Related class 1 | | | | |
| | | | Related class 2 | | | | |
| Course Coordinator's name: | | | | | | | |
| <input type="checkbox"/> For courses requiring clinical or field placement, I confirm that a placement will be available for this student | | | | | | | |
| Course Coordinator's signature: | | | | | Date: | | |

| Course 3 | | | | | | | |
|---|--------------|------------------|-----------------|------------|--------------|-----|------|
| Study period | Subject area | Catalogue number | Description | Class type | Class number | Day | Time |
| | | | | | | | |
| | | | Related class 1 | | | | |
| | | | Related class 2 | | | | |
| Course Coordinator's name: | | | | | | | |
| <input type="checkbox"/> For courses requiring clinical or field placement, I confirm that a placement will be available for this student | | | | | | | |
| Course Coordinator's signature: | | | | | Date: | | |

| Course 4 | | | | | | | |
|---|--------------|------------------|-----------------|------------|--------------|-----|------|
| Study period | Subject area | Catalogue number | Description | Class type | Class number | Day | Time |
| | | | | | | | |
| | | | Related class 1 | | | | |
| | | | Related class 2 | | | | |
| Course Coordinator's name: | | | | | | | |
| <input type="checkbox"/> For courses requiring clinical or field placement, I confirm that a placement will be available for this student | | | | | | | |
| Course Coordinator's signature: | | | | | Date: | | |

Section 4: (only cross-institutional students need to complete this section)

Equivalent Courses / Subjects / Topics
 Complete the part below OR submit a study plan from your home provider which authorises the cross-institutional study.

| No | Code / Level | Points / Units |
|----|--------------|----------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Tuition fee information

In which year did you begin your current program: **YYYY**

The University of South Australia will charge the same fee-paying status as at your home provider. Please select from the following:

| | | |
|--|---|--|
| <input type="checkbox"/> Fee-paying Domestic If using FEE-HELP you will need to submit the relevant CAF form. | <input type="checkbox"/> Fee-paying International If you are on a student visa, please attach a copy of your CoE | <input type="checkbox"/> Commonwealth Supported Attach Commonwealth Assistance Notice (CAN) and submit relevant CAF form. |
|--|---|--|

Authority from Home Provider

This student is authorised to study the courses listed in Section 3 at the University of South Australia. The student will be credited for the point value(s) listed in Section 4 towards the award of:

.....

University:

Staff member's name:

Position title:

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

Section 5: Student Declaration

Please complete this checklist to ensure your application is complete. Incomplete applications will not be processed.

- I have carefully read the instructions
- I have completed all relevant parts of the application form
- I am lodging the form within the required time frame
- I have completed the enrolment sheet and obtained the necessary authorisation to enrol
- I have attached evidence regarding my TAFE enrolment (if applicable)
- I have attached evidence of my current student registration with the relevant registration board (if applicable)
- I have attached the relevant Commonwealth Assistance Form (CAF) for the studies I am applying to do at the University of South Australia (if applicable)
- I have provided my CHESSN (Commonwealth Higher Education Student Support Number) or a copy of my Commonwealth Assistance Notice. (This is only relevant to cross-institutional students or those with prior studies at a tertiary provider)
- I have attached my current Confirmation of Enrolment (CoE) (student visa holders only)

I AGREE TO BE RESPONSIBLE FOR:

- Withdrawing by the relevant census date for deletion of a course from my record – (form available at www.unisa.edu.au/student/forms/add_drop_classes.pdf)
- Completing the relevant prerequisite courses, where specified, before attempting higher level courses (Note that your enrolment can be cancelled in a course where the prerequisite has not been met.
- Reading the announcements on the myUniSA student portal and my student email at least once a week, as the University's primary method of communication
- Familiarising myself with and abiding by University statutes, by-laws and policies as listed on the University Policies webpage, and any other rules or guidelines established under the authority of the University,
- Paying University invoices in full by the due date specified. I understand that I will not be permitted to enrol if I fail to do so.

I AUTHORISE THE UNIVERSITY TO:

- Provide me with electronic notices of my enrolment liability, including the Commonwealth Assistance Notice
- Release my personal and academic information in accordance with the Confidentiality of Student's Personal Information policy at www.unisa.edu.au/policies/policies/academic/A46.asp
- Test any work submitted by me for instances of plagiarism using text comparison software. I understand this will involve the University or its contractor copying my work and storing it on a database to test work submitted by others, as described at www.unisa.edu.au/itu/students/study/integrity.asp

I hereby state that the information I have provided to the University is true and accurate, and I understand that the University will take appropriate action if this information is subsequently found to be incomplete, misleading or false.

| | |
|--------------------|-------|
| Student Signature: | Date: |
|--------------------|-------|

LODGING YOUR APPLICATION

| | | | |
|---|--|---|---|
| <u>In person</u> | | | <u>By post</u> |
| City East Campus Central Level 3 Playford Building | City West Campus Central Ground Floor Yungondi Building | Magill Campus Central Level 1 B Block | University of South Australia Campus Central – (name of campus) GPO Box 2471 Adelaide SA 5000 |
| Mawson Lakes Campus Central Ground Floor A Building | Mount Gambier Regional Centre Office Wireless Road Mount Gambier SA 5290 | Whyalla Campus Central Ground Floor Main Building 111 Nicholson Avenue Whyalla Norrie SA 5608 | <u>By fax</u> City East (08) 8302 2466 City West (08) 8302 0590 Magill (08) 8302 4090 Mawson Lakes (08) 8302 3550 Mount Gambier (08) 8647 6082 & Whyalla |

| OFFICE USE ONLY | |
|---|--|
| Campus Central | |
| <input type="checkbox"/> Appropriate form and all sections complete | <input type="checkbox"/> Disability information entered by Team Leader |
| <input type="checkbox"/> Course Coordinator has confirmed places available for clinical / field placement courses | <input type="checkbox"/> Home CoE checked for duration |
| <input type="checkbox"/> Student has provided evidence of registration with relevant board for clinical / field placement courses | <input type="checkbox"/> Sent hard copy CAF to Student Finance (add 'processed' to front and sign/date) |
| <input type="checkbox"/> Correct CAF form provided | <input type="checkbox"/> File in lever arch file, by last name |
| <input type="checkbox"/> CAN from Home University | <input type="checkbox"/> Student sent confirmation including as appropriate: <ul style="list-style-type: none"> • Admission letter • Class timetable • Student copy of CAF • Invoice |
| <input type="checkbox"/> Authorisation from UniSA and home provider | |
| <input type="checkbox"/> Checked student for previous student ID number | |
| Comments: | |
| | |
| Date received: | Date processed: |
| Received by: | Processed by: |