

Non-Award Study 2009 Enrolment Form



LODGING YOUR APPLICATION

Students should lodge this application with the relevant faculty Office, at locations listed under the General Terms and Conditions section of this form. This form should only be completed for applications for courses offered towards University award programs.

SECTION 1: PERSONAL DATA

OFFICE USE ONLY

ID:

Title (Mr, Ms, Dr):		Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Family Name:		Other Names:	
Previous Name: (if applicable)		Date of Birth: (DD/MM/YYYY)	__ / __ / ____
Residency Status:	International <input type="checkbox"/> If yes, state your visa type (eg student, tourist, business) _____ NZ citizen <input type="checkbox"/> Australian citizen/permanent resident <input type="checkbox"/>		
Home Address:			
International students must provide an overseas address.	Suburb/Town:	State/Country:	Post Code:
Mailing Address:			
International students must provide an Australian address.	Suburb/Town:	State/Country:	Post Code:
Email Address:			
Telephone:	Home: ()	Work: ()	Mobile:

Have you previously studied at the University of Adelaide? Yes No If yes, please provide Student ID:

SECTION 2: COURSE ENROLMENT DETAILS

- The information you require to complete this section of the form is available on the University's Online Course Planner at <http://access.adelaide.edu.au/courses/search.asp>. You can conduct a search to view the course description, subject area and catalogue number and the number of class components that you must attend, the timetable and the fee applicable to that course. Not all courses are available non-award so check the section 'Available for Non-Award Study' in the course entry before completing this application.
- There will usually be more than one class for each course. If there is more than 1 option for a class activity, you must nominate up to 3 preferences in the spaces below.
- Please note these abbreviations: **LEC** – Lecture **TUT** – Tutorial **PRA** – Practical **WRK** – Workshop **SEM** – Seminar

COURSE 1

Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number (Preference 1)	Class Number (Preference 2)	Class Number (Preference 3)	Units

COURSE 2

Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number (Preference 1)	Class Number (Preference 2)	Class Number (Preference 3)	Units

COURSE 3								
Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number (Preference 1)	Class Number (Preference 2)	Class Number (Preference 3)	Units

COURSE 4								
Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number (Preference 1)	Class Number (Preference 2)	Class Number (Preference 3)	Units

STATEMENT OF ASSUMED KNOWLEDGE
<p>I have checked the specified education requirements and assumed knowledge for the course/s I have applied for. (This information is available in the Class Planner and the University Calendar). I hereby declare that I meet those educational requirements and submit my application on this basis. I understand I may be requested to provide evidence of my academic preparation so that my application can be assessed.</p> <p>Student signature: _____ Date: _____</p>

INTERNATIONAL STUDENTS ONLY – Proficiency in English
<p>Please attach your IELTS or TOEFL results to this application. English Proficiency requirements are included in the General Information and Conditions section of this form. Photocopies of results must be legible certified copies of the original.</p>

DECLARATION
<p>I agree to abide by the Statutes, Regulations, Rules and Policies and other such conditions as may be stipulated by the University from time to time.</p> <p>I understand that the University is required to release details of my enrolment and other student information (including academic performance) to the Department of Education, Employment and Workplace Relations (DEEWR), and/or the Department of Immigration & Citizenship (DIAC), and/or the Australian Taxation Office, and/or CentreLink, and/or the state Department of Further Education, Employment, Science and Technology (DFEEST).</p> <p>The University of Adelaide will not otherwise disclose such information without my consent unless required or authorised by law or to reduce the threat to the life or safety of any person, as outlined in the University's Privacy Policy, available at http://www.adelaide.edu.au/policies/62/.</p> <p>I understand that if any information provided by me is subsequently found to be incomplete, incorrect or misleading, the University may elect to terminate my enrolment from a date to be determined by the University, or deem my enrolment to be void from the date of enrolment without any liability on the part of the University. The University is not obliged to reimburse any costs and expenses I have paid or incurred as a consequence of my enrolment. I understand that I will receive my invoice electronically via Access Adelaide and that an email will be sent to my University of Adelaide student email account notifying me when an invoice is available.</p> <p>Student Signature: _____ Date: _____</p>

SECTION 3: STATISTICAL INFORMATION (you must complete this section)

The information you provide below is required by the Commonwealth Government. The University undertakes to provide the information to the Commonwealth Government as statistical data only and will not provide information that identifies individual students.

1. Are you of Aboriginal or Torres Strait Islander origin? Yes No

If yes, please select one of the following:

- Aboriginal
 Torres Strait Islander
 Aboriginal and Torres Strait Islander

2. Citizenship and residence status during this semester (tick only one box)

- (1) Australian Citizen
(2) New Zealand Citizen
(3) Permanent resident status (excluding New Zealand citizenship).
(4) Temporary entry permit/visa or you are a diplomat or dependant of a diplomat (except New Zealand) and reside in Australia during the semester
(5) Reside overseas during the semester and are NOT an Australian or New Zealand citizen and you do NOT have permanent resident status

Country of Citizenship: _____

Day, month and year permanent residence was granted

Day	Month	Year
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3. In what country is your PERMANENT home address?

- Australia
 Other

If you answered 'Australia' please provide the postcode for the address of your permanent home residence: _____

If you answered 'Other' please provide the name of the country: _____

4. In what country were you born?

- Australia
 Overseas Country

Name of Country: _____

Year of first arrival in Australia:

5. Do you speak a language other than English at your permanent home residence? Yes No

If you answered yes, please tick a box: Italian Greek Cantonese Mandarin Vietnamese Arabic Other

Please specify other language: _____

6. This question is for domestic students only. If you are enrolling at University for the first time and have completed Year 12 in the last year

Enter the postcode of your permanent home residence in your last year of secondary studies:

Enter the suburb or town or locality of your permanent home residence in your last year of secondary studies: _____

7. What education had you completed before your current program? All questions must be answered.

Post-Graduate Program of any type (Higher Doctorate, PhD, Master's Preliminary or Qualifying, PG Certificate):

- (1) Never commenced
(2) Commenced but not all requirements completed
(3) Completed all requirements for the award

If you answered 2 or 3, please provide:

Last year of enrolment:

Bachelor Degree at any institution:

- (1) Never commenced
(2) Commenced but not all requirements completed
(3) Completed all requirements for the award

If you answered 2 or 3, please provide:

Last year of enrolment:

Advanced Diploma, Diploma or Associate Diploma at CAE, University, Teacher's College, Institute of Technology, Advanced Education or Tertiary Education – (Non Vocational education & Training (VET) Sub-Degree Program):

- (1) Never commenced
(2) Commenced but not all requirements completed
(3) Completed all requirements for the award

If you answered 2 or 3, please provide:

Last year of enrolment:

Advanced Diploma, Diploma or Associate Diploma studied at Technical & Further Education (TAFE) or Technical College (Vocational Education (VET) Award Program):

- (1) Never commenced
(2) Commenced but not all requirements completed
(3) Completed all requirements for the award

If you answered 2 or 3, please provide:

Last year of enrolment:

Final Year of Secondary Education at a High School, or TAFE:

- (1) Never commenced
(2) Completed

If you answered 2, please provide:

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

Other qualification:

- (1) Never commenced
(2) Completed

If you answered 2, please provide:

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

SECTION 4: EMERGENCY CONTACT

Full Name:				Relationship:
Residential Address:				
Telephone Contact:	Home:	Work:	Mobile:	

SECTION 5: LIBRARY SERVICES

Do you give permission for your name to be disclosed to a reader who wishes urgently to consult a book that you have on loan from the library?

Yes No

SECTION 6: EXTERNAL STUDENTS ONLY

Do you give permission for your name to be released to another external student? Yes No

SECTION 7: DISABILITY SUPPORT SERVICES (optional)

Please note that this information will be treated with utmost confidentiality. It is requested for the purpose of providing appropriate student support. Please contact the Disability Liaison Officer for further assistance.

Do you have a disability, impairment or long-term medical condition, which may affect your studies?

Yes No

If yes, please indicate the area(s) of impairment:

Hearing Learning Mobility Vision Medical Other

If yes, would you like to receive advice on support services, equipment, and facilities that may assist you?

Yes No

Please note: Your application cannot be processed unless all sections of this form have been completed correctly and signed.

OFFICE USE ONLY

Academic Area:	Date:	Staff member:
International Students only		
Proof of English Proficiency documents attached or originals sighted.	Date:	Initials:
VISA sighted <input type="checkbox"/> Yes <input type="checkbox"/> No	Type:	Date:
		Initials:

There is no legal requirement to sight the visa of an international non-award applicant. It is the responsibility of the student to ensure that they meet the requirements of their particular visa. It is a requirement of the University's Admissions Policy that international non-award applicants meet the English language proficiency required for entry to the relevant academic program.

GENERAL INFORMATION AND CONDITIONS

NON-AWARD STUDY

Non-award students are formally enrolled in University of Adelaide courses. Studies they undertake will be recorded on an official University of Adelaide transcript. They are assessed in the same way as award students, and are bound by all relevant University Statutes, Regulations, Rules and Policies and other conditions relating to students. Non-award students will be required to observe the academic dates set by the University (ie withdrawal and census dates). Critical dates are published at www.adelaide.edu.au/student/dates/. Non-award students will have access to online and library resources necessary for their studies. However, they do not have a place in any University program and are not guaranteed a place in any program should they apply. Non-award studies in some courses may be subsequently credited to an award program, within unit limits set by the relevant faculty or School, and published each year in the Specific Program Rules in the University Calendar. For some academic programs in the Faculty of Humanities and Social Sciences, non-award studies may be considered for admission. Contact the Faculty of Humanities and Social Sciences for further information.

Non-award students will be permitted to enrol in award courses on the basis of a statement of assumed knowledge specifying the level of educational attainment required for the course rather than on the basis of prerequisites.

LODGING YOUR APPLICATION AT YOUR FACULTY/SCHOOL OFFICE

Faculty of Humanities and Social Sciences – Ground Floor, Napier Bldg, North Terrace Campus, 8303 5245.

Faculty of the Professions

- Business School: Level 12, 10 Pulteney Street, 8303 5525;
- Arch: Architecture Bldg, 8303 5836;
- Economics: Ground Floor, Napier Bldg, 8303 5540;
- Education: at Level 8, 10 Pulteney Street, 8303 5628;
- Law: Ligertwood Bldg, 8303 5063.

Faculty of Sciences – Ground Floor, Darling Bldg, North Terrace campus, 8303 5673, Main Admin Bldg, Roseworthy Campus, 8303 7812.

Faculty of Engineering, Computer & Mathematical Sciences, Room S134 Engineering South Bldg, North Terrace Campus, 8303 4148 or 8303 5030.

Faculty of Health Sciences – Room NG45, Ground Floor, Medical School North, Frome Road, 8303 5336.

PAYMENT FOR COURSES

The University provides invoices online through Access Adelaide, prior to each census date. This enables you to view and print your invoices as soon as they have been generated. An email message to your University of Adelaide student email account will advise you when an invoice is available. A hard copy invoice is not provided. More information on invoices and payment options is available at <http://www.adelaide.edu.au/student/finance/>.

ENROLMENT PROCESS

You will receive an official response to your application in the mail. If your application is approved your letter will advise you how to gain access to the library and online resources, as well as all the other information required to begin your studies. It is your responsibility to check the lecture times and venues on the Course Planner at <http://access.adelaide.edu.au/courses/>.

WITHDRAWAL AND REFUND CONDITIONS

Non-award students are eligible to receive a full refund of their tuition fees if the University is unable to provide the course or courses for which they have paid. Non-award students who withdraw from a course or courses before the Census Date are eligible for a refund of their tuition fees. Non-Award students who withdraw from a course or courses after the Census date are normally not eligible for a refund of their tuition fees. They should consult the University's [Refund of Tuition Fees In Special Circumstances Policy](#) for information on circumstances in which refunds may be offered after the census date. More information on fees and refunds is available in the [Student Tuition Fees Policy](#) (for domestic students) and the [Refund for International Students Policy](#).

INTERNATIONAL APPLICANTS

International non-award applicants are required to meet the same standards of English proficiency as international students seeking admission to academic programs at the University of Adelaide, and be proficient in speaking, reading, listening to and writing English.

The general requirements applicable to most programs are as follows:

- IELTS Academic Test – Overall band score of at least 6.0 with a minimum band score of 6.0 in Writing and Speaking, and 5.5 in Reading and Listening.
- TOEFL – Score of at least 550 with a minimum score of 4.0 in the Test of Written English (TWE).
 - Computer-based TOEFL – Score of at least 213 with a minimum score of 4.0 in Essay Writing.
 - Internet-based test – Score of at least 80 with a minimum score of 18 in Reading and Listening, and 20 in Writing and Speaking.

However, exceptions apply so please see the website for full details at <http://www.international.adelaide.edu.au/admission/#elp>

The maximum validity for these tests is 2 years preceding the date of application.

There are other recognised English Language qualifications and alternative English Language Proficiency pathways and students should enquire whether their qualifications meet the entry requirements.