

# Non-Award Study Application and Enrolment Form

## LOGGING 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 non-award programs.

### SECTION 1: PERSONAL DATA

<b>ID:</b>		<b>Title (Mr, Ms, Mx, Dr):</b>		<b>Gender:</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	X: Indeterminate/Intersex/Unspecified <input type="checkbox"/>
<b>Family Name:</b>				<b>Other Names:</b>			
<b>Previous Name:</b> (if applicable)				<b>Date of Birth:</b> (DD/MM/YYYY)			
<b>Residency Status:</b>	Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Permanent Humanitarian Visa (PHV) Holder <input type="checkbox"/> International Temporary Resident <input type="checkbox"/> If yes, state your visa type (eg student, business) _____						
<b>Home Address:</b> <small>International students must provide an overseas address.</small>	No / Street: Suburb/Town: State/Country: Post Code:						
<b>Mailing Address:</b> <small>International students must provide an Australian address.</small>	No / Street: Suburb/Town: State/Country: Post Code:						
<b>Email:</b>							
<b>Telephone:</b>	Home:	Work:	Mobile:				
Have you previously studied at the University of Adelaide? Yes <input type="checkbox"/> No <input type="checkbox"/> 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, 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 No (1st choice)	Class No (2nd choice)	Units

  

COURSE 2							
Term	Subject Area	Catalogue Number	Course Name	Class Component	Class No (1st choice)	Class No (2nd choice)	Units

COURSE 3							
Term	Subject Area	Catalogue Number	Course Name	Class Component	Class No (1st choice)	Class No (2 <sup>nd</sup> choice)	Units

COURSE 4							
Term	Subject Area	Catalogue Number	Course Name	Class Component	Class No (1st choice)	Class No (2 <sup>nd</sup> choice)	Units

STATEMENT OF ASSUMED KNOWLEDGE
<p>I have checked the specified education requirements and assumed knowledge for the course/s I have applied for in Course Planner and the University Calendar. I hereby declare that I meet those education 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>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 – All Students
<p>I have read and understood the general rules and conditions set out on the back of this form.</p> <p>I agree to abide by the Statutes, Regulations, Rules and Policies, the <a href="#">Student Charter</a> and other such conditions as may be stipulated by the University from time to time.</p> <p>I agree that my personal information will be collected, used, stored and disclosed in accordance with the University’s <a href="#">Privacy Policy and Management Plan</a> that contains the <a href="#">Student Privacy Statement</a>.</p> <p>I understand that the University is required to release details of my enrolment and other student information (including academic performance) to Commonwealth and State Government departments and agencies such as Department of Jobs and Small Business, Department of Education and Training, Department of Home Affairs, Australian Taxation Office (ATO), Centrelink and Department of Foreign Affairs and Trade (DFAT).</p> <p>If I am an international student studying in Australia, I understand that these reports may have implications for my student visa.</p> <p>I agree that the University may disclose my enrolment and other information to third parties contracted to provide access to the University’s online learning materials, for the purpose of allowing access to these materials.</p> <p>I understand that if any of the 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.</p> <p>I understand that communication from the University will predominantly be electronic and be sent to my campus email address which I am required to check regularly.</p> <p>I agree that enrolment is my responsibility and all enrolments must be finalised by the relevant census date in each study period. I will incur fees and liability for any courses in which I am enrolled at the census date.</p> <p>I understand that the University has a commitment to creating a Safer Campus Community and that safety on campus is everyone’s responsibility. I agree to contribute to an inclusive, respectful and fair environment for all University community members whilst engaging in University-related activities.</p> <p>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:

**8. What is the education level of your parents or guardians?**

These questions are about the highest level of education **completed** by your parents or guardians.

Please answer about the people (up to two) who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.

**Parent/Guardian 1:**

Male       Female       No parent/guardian

**What is the highest level of education completed by your parent/guardian 1? (tick one):**

- (1)  Postgraduate qualification (eg Graduate Diploma, Masters degree, PhD)
- (2)  Bachelor Degree
- (3)  Other post-school qualification (eg Associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- (4)  Completed Year 12 schooling\*
- (5)  Completed Year 10 schooling\*, continued at school, but didn't complete Year 12 schooling\*
- (6)  Completed Year 10 schooling\*
- (7)  Didn't complete Year 10 schooling\*
- (8)  Don't know

\* or equivalent

**Parent/Guardian 2:**

Male       Female       No parent/guardian

**What is the highest level of education completed by your parent/guardian 2? (tick one):**

- (1)  Postgraduate qualification (eg graduate diploma, masters degree, PhD)
- (2)  Bachelor Degree
- (3)  Other post-school qualification (eg associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- (4)  Completed Year 12 schooling\*
- (5)  Completed Year 10 schooling\*, continued at school, but didn't complete Year 12 schooling\*
- (6)  Completed Year 10 schooling\*
- (7)  Didn't complete Year 10 schooling\*
- (8)  Don't know

\* or equivalent

**SECTION 4: EMERGENCY CONTACT**

<b>Full Name:</b>		<b>Relationship:</b>	
<b>Residential Address:</b>			
<b>Telephone Contact:</b>	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 information provided by you will be treated with the utmost confidentiality. This information helps us support you. To access support available from the Disability Service go to [www.adelaide.edu.au/disability/](http://www.adelaide.edu.au/disability/).

Question 1: Do you have a disability, impairment or long-term medical condition, which may affect your studies?

Yes       No

Question 2: If 'yes' to Question 1, please indicate the area(s) of impairment:

Hearing       Learning       Mobility       Vision       Medical       Other

Question 3: If 'yes' to Question 1, 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**.

<b>OFFICE USE ONLY</b>		
Academic Area:	Date:	Staff member:
<b>International Students only</b>		
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 taken 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, Student Charter 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/](http://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 Program Rules in the University Calendar. For some academic programs in the Faculty of Arts, non-award studies may be considered for admission. Contact the Faculty of Arts 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 (at the North Terrace campus)

You will be advised by your Faculty if your request has been successful

- Faculty of Engineering, Computer & Mathematical Sciences
  - AskECMS: Level 1, Ingkarni Wardli Building, T 8313 4148, E [askecms@ask.adelaide.edu.au](mailto:askecms@ask.adelaide.edu.au)
  - Architecture: Level 1, Ingkarni Wardli Building, T 8313 4148, E [architecture.enquiries@ask.adelaide.edu.au](mailto:architecture.enquiries@ask.adelaide.edu.au)
- Faculty of Health & Medical Sciences – Student & Program Support Services Centre, Ground Floor, Helen Mayo North Building, Frome Road, T 8313 0273, E [askhealthsc@adelaide.edu.au](mailto:askhealthsc@adelaide.edu.au)
- Faculty of Arts – Ground Floor, Napier Building, T 8313 5245, E [arts@adelaide.edu.au](mailto:arts@adelaide.edu.au)
- Faculty of the Professions
  - Professions Hub: Marjoribanks Wing, Nexus 10, Pulteney Street, T 8313 4755, E [professions@ask.adelaide.edu.au](mailto:professions@ask.adelaide.edu.au)
  - Law: Ligertwood Building, T 8313 5063, E [lawenquiry@adelaide.edu.au](mailto:lawenquiry@adelaide.edu.au)
- Faculty of Sciences - Ground Floor, Darling Building, T 8313 5673, E [faculty.sciences@adelaide.edu.au](mailto:faculty.sciences@adelaide.edu.au)

## TUITION FEES AND CHARGES

Information on Tuition Fees, and other Student Finance information is available at <http://www.adelaide.edu.au/student/finance/>

## 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/>.

## 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 6.5 with a minimum band score of 6.0 in all bands.
- TOEFL:
  - Internet-based: total score of 79 with a minimum score of 21 in Writing, 18 in Speaking, and 13 in Reading and Listening.

However, exceptions apply so please see the website for full details at <https://international.adelaide.edu.au/admissions>

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.