

# Non-Award Study Application and Enrolment Form

## LOGGING YOUR APPLICATION

Students should lodge this application with the relevant Faculty Office listed under the General Terms and Conditions section of this form. Make sure you complete all sections of the form and retain a copy of the signed for your personal records. This form should only be submitted for courses offered towards University non-award programs.

SECTION 1: PERSONAL DATA			
<b>Courtesy title:</b>		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> X: Indeterminate/Intersex/ Unspecified <input type="checkbox"/>	
<b>Family Name:</b>		<b>Other Names:</b>	
<b>Country of Birth:</b>		<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, what is your visa type (eg student, business) _____
<b>Home Address:</b>	No / Street:		
	Suburb/Town:	State/ Country:	Post Code:
<b>Mailing Address:</b>	No / Street:		
	Suburb/Town:	State/ Country:	Post Code:
<i>*International onshore students MUST provide an International Home address and an Australian Mailing Address *</i>			
Have you previously studied at The University of Adelaide? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, provide Student ID:			
<b>Email Address:</b>			
<b>Telephone:</b>	Home:	Work:	Mobile:

## SECTION 2: COURSE ENROLMENT DETAILS

The information you require to complete this section of the form is available on the University's Course Planner at <http://access.adelaide.edu.au/courses/search.asp>. You can search to view the course description, subject area, catalogue number, the class number for components you must attend, the timetable and the fee applicable to that course. Not all courses are available as Non-Award so check the section 'Available for Non-Award Study' in the course entry before completing this application.

Please note these abbreviations: **LEC** – Lecture **TUT** – Tutorial **PRA** – Practical **WRK** – Workshop **SEM** – Seminar

Indicate if your program is (tick only one box): Undergraduate:  OR Postgraduate:

### COURSES

You will be required to enrol online into your approved courses. However if approval is granted after the last day to add online for students, complete the online enrolment checklist then advise the Faculty who will enrol on your behalf.

Sem/ Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number	Course Start Date	Units

## SECTION 3: STATISTICAL INFORMATION (Please answer all questions and complete certification statement)

The information you provide 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 (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="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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. Unique Student Identifier:** You will need a Unique Student Identifier (USI) before you can enrol in your courses, unless you are an international student not currently in Australia. You can create your USI [<https://www.usi.gov.au/>] or you may already have one [<https://www.usi.gov.au/faqs/find-your-usi>].

If you are eligible to defer your fees under an applicable Australian Government Help Loan you will need to provide a valid Unique Student Identifier here. If you do not yet have a USI, please obtain one and provide this information here.

If you have been granted a Unique Student Identifier exemption, please provide your supporting evidence to Ask Adelaide.

Please provide your Unique Student Identifier [USI]: \_\_\_\_\_

7. 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: \_\_\_\_\_

**8. Please indicate the highest level of secondary school you completed.** For example, if you completed Year 11 and participated in but did not complete Year 12 in a later year, you would choose 'Year 11'.

- Year 9
- Year 10
- Year 11
- Year 12
- None of the above

Year completed the above:

**9. Please indicate your highest attainment level of any prior educational achievement that you have successfully completed.**

- Doctoral Degree
- Master Degree
- Graduate Diploma or Graduate Certificate
- Advanced Diploma and Associate Degree
- Diploma
- Certificate IV
- Certificate III
- Certificate II
- Certificate I
- None of the above

**10. 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.

*The Australian Government Department of Education requires this information to be collected for statistical purposes. It will not be used by the University of Adelaide in the assessment of your application for admission.*

**During all (or most) of your school years, did you have (tick relevant box):**

- Two or more parents or guardians
- One parent or guardian
- No parent or guardian

**Tick the relevant box for your parent/guardian 1**

- Male
- Female

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

- Postgraduate qualification (eg Postgraduate Diploma, Masters, PhD)
- Bachelor Degree
- Other post-school qualification (eg VET Certificate, Associate Degree or Diploma)
- Completed Year 12 schooling or equivalent
- Completed Year 10 schooling or equivalent
- Did not complete Year 10 schooling or equivalent
- Don't know

**Tick the relevant box for your parent/guardian 2 (tick one)**

- Male
- Female

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

- Postgraduate qualification (eg Postgraduate Diploma, Masters, PhD)
- Bachelor Degree
- Other post-school qualification (eg VET Certificate, Associate Degree or Diploma)
- Completed Year 12 schooling or equivalent
- Completed Year 10 schooling or equivalent
- Did not complete Year 10 schooling or equivalent
- Don't know

## SECTION 4: PERMANENT RESIDENTIAL ADDRESS

Your 'Permanent Residential Address' is used for reporting purposes to the Department of Education and is the location where you live when you are not studying at the University of Adelaide. If you are commencing tertiary studies for the first time and you have completed Year 12 studies in the last year then this is generally your family address at the time you completed those studies. Permanent address cannot be a Post Office (PO) Box. If you are not an Australian citizen, New Zealand citizen or an Australian permanent resident, your permanent address cannot be an Australian address.

*Address Line 1:	
Line 2:	
Line 3:	
*City/Suburb:	
#Postal Code:	
#State/Territory:	
*Country:	

\*These fields are mandatory for all addresses.

#These fields are mandatory for Australian addresses.

## SECTION 5: EMERGENCY CONTACT

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

## SECTION 6: 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 7: EXTERNAL STUDENTS ONLY

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

## SECTION 8: DISABILITY

Please note information provided by you will be treated with the utmost confidentiality. This information helps us support students with a disability. For information about the support available from the Disability Service go to [www.adelaide.edu.au/disability/](http://www.adelaide.edu.au/disability/)

Do you have a disability, impairment, learning difficulty or ongoing medical or mental health condition that may affect your studies?

(Answering this question is optional)

Yes  No

If "Yes" above, please indicate the area(s) of impairment:

- Hard of hearing/deaf
- Physical disability
- Intellectual disability
- Specific learning disability
- Mental health condition
- Acquired brain injury
- Low vision/blindness
- Medical condition
- Neurological condition
- Other
- Not specified

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

Yes  No

**STATEMENT OF ASSUMED KNOWLEDGE**

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.

Signature:

Date:

**INTERNATIONAL STUDENTS ONLY – Proficiency in English**

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.

**Declaration & Certification Statement – All Students**

I have read and understood the general rules and conditions set out on the back of this form.

I agree to abide by the Statutes, Regulations, Rules and Policies, the [Student Charter](#) and other such conditions as may be stipulated by the University from time to time.

I agree that my personal information will be collected, used, stored and disclosed in accordance with the University's [Privacy Policy and Management Plan](#) that contains the [Student Privacy Statement](#).

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).

If I am an international student studying in Australia, I understand that these reports may have implications for my student visa.

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.

I declare that the information provided by me is complete and correct to the best of my knowledge.

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.

I understand that communication from the University will predominantly be electronic and be sent to my university email address which I am required to check regularly.

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.

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.

Signature:

Date:

**OFFICE USE ONLY**

Academic Area:

Date:

Staff member:

**International Students only**

Proof of English Proficiency documents attached or originals sighted.

Date:

Initials:

VISA sighted  Yes  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 and any studies taken will be recorded on an official University of Adelaide transcript. Non-Award students are subject to the same University Statutes, Regulations, Rules and Policies, Student Charter and other conditions relating to students. These Statutes, Regulations, Rules and Policies relate to attendance at classes, performance or work, discipline, conduct and progress and are to be found in the University's publications. Non-award students will be required to observe the academic and critical dates set by the University (ie withdrawal and census dates). These 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 so please contact the Faculty of Arts for further information.

Non-award students will be permitted to be enrolled 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.

## SUBMITTING YOUR APPLICATION WITH YOUR FACULTY/SCHOOL (electronically or at the North Terrace campus)

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

- Faculty of Arts: Ground Floor, Napier Building, T 8313 5245, E [arts@adelaide.edu.au](mailto:arts@adelaide.edu.au)
- Faculty of Engineering, Computer & Mathematical Sciences [ECMS]:  
Level 1, Ingkarni Wardli Building, T 8313 4148, E [askecms@ask.adelaide.edu.au](mailto:askecms@ask.adelaide.edu.au)
- Faculty of Health & Medical Sciences: Ground Floor, Helen Mayo North Building, Frome Road, T 8313 0273,  
E [askhealthsc@adelaide.edu.au](mailto:askhealthsc@adelaide.edu.au)
- Faculty of the Professions: Level 1, Nexus 10, 10 Pulteney Street, T 8313 4755, E [professions@ask.adelaide.edu.au](mailto:professions@ask.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 by email. If your application is approved, you will be advised 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 standard requirements applicable to most coursework 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.
- Pearson Test of English (Academic): Overall score of 58, with no skills profile less than 50.
- Cambridge C1 Advanced: Overall score of 176, with individual score of 169 in all skills.

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 normally 2 years preceding the date of commencement. **Note: Due to the COVID-19 pandemic, we have extended the validity period from 2 years to 3 years temporarily for all 2021 intakes.**

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

## WITHDRAWAL FROM COURSE

If you wish to withdraw from your non-award course, you must drop the course online at Access Adelaide before the relevant census date. Failure to do so will incur charges and possible system generated result eg Withdraw Fail. Information on census dates for courses in teaching sessions, as well as Withdraw No Fail dates and other critical dates is available at [www.adelaide.edu.au/student/dates](http://www.adelaide.edu.au/student/dates)