

# Non-Award / Single Subject Enrolment Form

<input type="text"/>	Application Number	<input checked="" type="checkbox"/>	Non Award
or <input type="text"/>	Partner Provider Application Number		
<input type="text"/>	FedUni Student ID Number	<input type="text" value="0"/>	Year Level
<input type="text"/>	Program Code	<input type="text"/>	Home Program Code <small>(The program where this course comes from.)</small>

A non-award enrolment applies to a student who seeks to enrol for one or more courses within an academic year for professional development or personal interest. A non-award program of study is a program which does not lead to an award but which is comprised of a course or courses of study from an award course at the institution, which may be counted as credit toward an award program at the institution. All sections **must** be completed.

**At which provider will you be studying this year?**  FedUni  Mt Helen Campus  Gippsland Campus  Berwick Campus  Camp St Campus  SMB Campus  Wimmera campuses

Other  Please specify > Provider

Provider Location  Provider Location Code

**Have you ever been enrolled as a Higher Education student at this institution?** Yes  No  (FedUni, University of Ballarat, Ballarat University College or Ballarat College of Advanced Education).

If yes, under what name did you previously enrol? Title  First Name

Family Name

What was your Student ID Number? (if known)  Last year of attendance?

**Personal Details:** Title  First Name

Other Names  Date of Birth

Family Name

Gender: Male  Female  Other

Are you an International Student studying in Australia?

In which country were you born? Australia  Overseas  Name of Country

Are you of Aboriginal or Torres Strait Islander descent? No  Yes, of Aboriginal descent  Yes, of Torres Strait Islander descent  Yes, of both Aboriginal and Torres Strait Islander descent

**Permanent Home Address:** (including permanent overseas home address if applicable)

Address  International Home Telephone 0011+  Country Code (  )

Suburb/Town/City

Country  State  Post Code

Home eMail

**Contact Details: During Semester and Lecture Breaks**

Preferred contact number  Australian Home Telephone (  )

Other Telephone (  )

Australian Mobile

Residential Address

Suburb/Town/City

Country  State  Post Code

Aust. eMail

**Mailing Address: the address at which all communications from the University will be mailed.**

Suburb/Town/City

Country  State  Post Code

Distribution List:  Student Administration  School  Finance

**Emergency Contact:** (including permanent overseas home address if applicable)

Name

Relationship

Mailing Address

Suburb/Town/City

Country  State  Post Code

Australian Home Telephone (  )  Australian Mobile

International Home Telephone 0011 + <sup>Country Code</sup> (  )

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

Yes  No

If no, please continue to the next question.

If yes, please indicate the area/s of impairment.

Hearing  Mobility

Vision  Learning

Medical  Other  }

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

Yes  No

**If you were born overseas, what year did you first arrive in Australia?**

**What is your Citizenship and/or Residence status?**

Australian Citizen  } *If you were born outside Australia and have gained Australian Citizenship, you must supply supporting documentation with this enrolment form.* Attached

New Zealand Citizen

Other Status

Temporary Entry Permit (Student Visa)  Visa Subclass

Holder of a Permanent Humanitarian Visa  Visa Subclass  } *Date Permanent Residency Granted*   /   /

Holder of a Permanent Resident Visa (excluding Permanent Humanitarian Visa)  Visa Subclass  } *If you have indicated that you are a Permanent Resident you must attach a copy of your Visa to this enrolment form.* Attached

**Do you speak a language other than English at your permanent home address?**

Yes  No

If yes, what is the main non-English language spoken?

Program Code  Year Level  Admit Year  Academic Career  Non-Award

Program Name

Academic Plan Code    **N S M** Semester Start Date   /   /

Application Centre *Federation University Australia*  Other (please specify)

Admit Type *Domestic*  *International*

Mode of Attendance *Internal*  Other (please specify)

**Will your employer be paying fees associated with your course/s of study?**

Yes  No

Contact Name

Address for Invoice

Suburb/Town/City

Country  State  Post Code

Telephone (  )  ABN

You will be required to provide a purchase order requisition or a letter from your employer to authorise the invoice. Attached

**What is your highest education level participation, prior to commencing this course?**

**A. Higher Education Postgraduate**

**Degree course of any type**

Completed  Not Completed  Last year of enrolment   /   /

**B. Higher Education**

**Bachelor Degree Course**

Completed  Not Completed  Last year of enrolment   /   /

**C. Higher Education Sub-Degree Course**

*(Associate Degree, Advanced Diploma, Diploma)*

Completed  Not Completed  Last year of enrolment   /   /

**D. TAFE qualification**

Institute at which course undertaken

Name of course undertaken

Completed  Not Completed  Last year of enrolment   /   /

Will you be seeking Credit Transfer for this course? Yes  No  Are you being admitted on the basis of this course? Yes  No

VET Sub-Degree Program  **yes**

*Associate Degree, Advanced Diploma or Diploma at a TAFE College or other Vocational Education and Training (VET) Provider*

VET Award Program  **yes**

*Award Program (other than an Associate Degree, Advanced Diploma or Diploma Program) TAFE or other Vocational Education and Training (VET) provider*

TAFE Secondary Program  **yes**

*Final year of secondary education at a TAFE college, technical college, evening school, evening college, CAE, Institute of advanced education or institute of tertiary education.*

**E. Secondary school**

Last secondary school attended

Completed  Not Completed  Last day of attendance   /   /

**F. Other qualifications or certificate of attainment or competence**

Completed  Not Completed  Last year of enrolment   /   /

**G. No prior educational attainment**

**Basis for admission to this program:** *Please tick the appropriate response.*

- 31 A higher education course (Australian or overseas equivalent; complete or incomplete) based on responses **A, B** or **C** (see above)
- 32 Mature age special entry provisions
- 33 Secondary education undertaken at school, VET or other Higher Education Provider (Australian or overseas equivalent) based on response **E** (see above).
- 34 A VET award course other than a secondary education course (Australian or overseas equivalent; complete or incomplete) based on response **D** (see above).
- 37 A professional qualification
- 29 Other

**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 Employment, Education and Workplace Relations (DEEWR) requires this information to be collected for statistical purposes. It will not be used by Federation University Australia in the assessment of your application for admission. Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.*

**Parent/Guardian 1**

Male  Female  No Parent/Guardian

What is the highest level of education completed by parent/guardian 1?

- Postgraduate qualification (eg. graduate diploma, masters degree, PhD)
- Bachelor degree
- Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- Completed Year 12 schooling\*
- Completed Year 10 schooling\*, continued at school, but didn't complete Year 12 schooling\*
- Completed Year 10 schooling\*
- Didn't complete Year 10 schooling\*
- Don't know

*\* or equivalent*

**Parent/Guardian 2**

Male  Female  No Parent/Guardian

What is the highest level of education completed by parent/guardian 2?

- Postgraduate qualification (eg. graduate diploma, masters degree, PhD)
- Bachelor degree
- Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- Completed Year 12 schooling\*
- Completed Year 10 schooling\*, continued at school, but didn't complete Year 12 schooling\*
- Completed Year 10 schooling\*
- Didn't complete Year 10 schooling\*
- Don't know

*\* or equivalent*

**What is your payment option?** Please indicate one payment option below

**Fee paying non-overseas student**

- 301 a domestic student enrolled in a non-award course (other than an enabling course)

**Undergraduate Non-Award Fees**

In the case where the course undertaken as non-award forms part of an undergraduate program of study, the non-award fee for that course will be the undergraduate domestic tuition fee for that program by the EFTSL of the course undertaken.

**Postgraduate Non-Award Fees**

In the case where the course undertaken as non-award forms part of a postgraduate program of study, the non-award fee for that course will be the postgraduate domestic tuition fee for that program by the EFTSL of the course undertaken.

Note: If a non-award course of study undertaken does not form part of an undergraduate or postgraduate fee-paying program of study, then the non-award fee will be the applicable student contribution amount per course.

**Fee-paying overseas students**

- 310 a fee-paying overseas student who is NOT sponsored under a foreign aid program, and including students with these awards:
  - > IPRS (International Postgraduate Research Scheme);
  - > SOPF (Special Overseas Postgraduate Fund);
  - > Australian-european Awards Program; and
  - > The Commonwealth Scholarship and Fellowship Plan

**HECS-liable students (Cross Institutional study only)**

- 201 deferred all or part of student contribution through HECS-HELP (Australian Citizen or holder of a Permanent Humanitarian Visa)
- 202 paid the full student contribution up-front with HECS-HELP discount (Australian Citizen or holder of a Permanent Humanitarian Visa)
- 203 paid the full student contribution up-front without HECS-HELP discount (New Zealand Citizen or holder of a Permanent Visa)

**FEE-HELP eligible students (Cross Institutional study only)**

- 230 deferred all or part of Award or Enabling course tuition fee through FEE-HELP

**Are you an overseas student who is sponsored?**

Yes  no

If no, please continue to the next question.

If yes, please indicate:

AusAID: the Australian Government's Overseas Aid Program

IPRS: Endeavour International Postgraduate Research Scholarship

Other

Have you been allocated a partial or full School scholarship?

Yes  No

**Commonwealth supported students. (Cross Institutional Study only) (If applicable)**

Are you a pre-2008 student? Yes  No

For eligibility, please refer to the 'Information for Commonwealth supported 2016 HECS-HELP' Booklet or visit [www.gotouni.gov.au](http://www.gotouni.gov.au)

If you are eligible to be a pre-2008 student, you must also complete an 'Application to be considered a pre-2008 student' form.

This form is available from Student Administration. If your previous study was at another University, evidence of enrolment is also required.

Attached

**Semester 1**

(Students enrolling through education provider other than Federation University Australia campuses must check with their education provider for their Semester 1 start and end dates).

Entered into mySC

Course Code	<input type="text"/>	Lecture or Seminar Class No. Code (Must complete)	Tutorial Class Number Code (If applicable)	Laboratory Class Number Code (If applicable)	<input type="radio"/>
Course Name	<input type="text"/>				
Course Code	<input type="text"/>	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
Course Name	<input type="text"/>				
Course Code	<input type="text"/>	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
Course Name	<input type="text"/>				
Course Code	<input type="text"/>	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
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Course Name	<input type="text"/>				
Course Code	<input type="text"/>	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
Course Name	<input type="text"/>				
Course Code	<input type="text"/>	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
Course Name	<input type="text"/>				

## Semester 2

(Students enrolling through education provider other than Federation University Australia campuses **must** check with their education provider for their Semester 2 start and end dates).

Course Code	Lecture or Seminar Class No. Code (Must complete)	Tutorial Class Number Code (If applicable)	Laboratory Class Number Code (If applicable)	Entered into mySC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course Name				<input type="radio"/>
<input type="text"/>				<input type="radio"/>
Course Code	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Name				<input type="radio"/>
<input type="text"/>				<input type="radio"/>
Course Code	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Name				<input type="radio"/>
<input type="text"/>				<input type="radio"/>
Course Code	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Name				<input type="radio"/>
<input type="text"/>				<input type="radio"/>
Course Code	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Name				<input type="radio"/>
<input type="text"/>				<input type="radio"/>

## Non-standard Semester

Term Code	Course Code	Lecture or Seminar Class No. Code (Must complete)	Tutorial Class Number Code (If applicable)	Laboratory Class Number Code (If applicable)	Entered into mySC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course Name					<input type="radio"/>
<input type="text"/>					<input type="radio"/>
Term Code	Course Code	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Name					<input type="radio"/>
<input type="text"/>					<input type="radio"/>
Term Code	Course Code	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Name					<input type="radio"/>
<input type="text"/>					<input type="radio"/>
Term Code	Course Code	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Name					<input type="radio"/>
<input type="text"/>					<input type="radio"/>
Term Code	Course Code	Lecture Class Code	Tutorial Class Code	Laboratory Class Code	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Name					<input type="radio"/>
<input type="text"/>					<input type="radio"/>

### Semester Census Dates 2016: visit [federation.edu.au/students/essential-info/administration/important-dates](http://federation.edu.au/students/essential-info/administration/important-dates)

Students enrolling through education provider other than Federation University Australia campuses **must** check with their education provider for relevant census (withdrawal) dates.

**Privacy:** The information being sought in this form is collected for the purposes of processing and maintaining your enrolment or status as a student (including on approved leave) so that you can access the facilities and services supplied by or available to you at the University.

The information will be held by Federation University Australia in accordance with the University's *Information Privacy Policy* and may be accessed and used by people employed or engaged by the University in the delivery of services to you.

The information may be made available to Commonwealth and State agencies pursuant to the University's obligations under law including to the ESOS Assurance Fund established under the *Education Services for Overseas Students (ESOS) Act 2000* and the National Code.

In addition, the information may be used or disclosed to other organisations outside the University where permitted by relevant Privacy legislation and in accordance with the University's *Information Privacy Policy*.

The provision of this information is voluntary, but if this information is not provided, the University may be unable to process your enrolment and provide you with a service or access to facilities. You have a right of access to, and correction of, your personal information in accordance with Privacy legislation and the University's *Information Privacy Policy*. Please direct any enquiries you may have in relation to this matter to the University's Privacy Officer telephone +61 3 5327 9506 or visit [federation.edu.au](http://federation.edu.au) and search for 'Privacy'.

**Declaration:** I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by Federation University Australia ('University') of any place which may be offered. I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that I am bound by the statutes and regulations of the University and I agree to pay all fees charged directly to me arising from this enrolment. I acknowledge that the University may correspond with me via official University noticeboards or to my nominated mailing address or to my University email account. I acknowledge that if I wish to have my photograph withheld from use by the University that I will contact the University in writing requesting the removal of my photograph.

I consent to use and disclosure of the information provided by me in this form for the purposes and in the circumstances described above.

Commonwealth supported students only: I have accessed my Student Learning Entitlement (SLE) and believe I have adequate SLE to cover the EFTSL value of courses listed on this enrolment form.

Australian Citizens born overseas: I have attached a copy of my passport or Australian Citizenship Certificate

International students studying in Australia: I have attached a copy of my passport and visa.

Cross Institutional students only: I have completed and attached and Application for Cross-Institutional Study Inbound form and relevant evidence.

Student Signature  Date   /   /

**Partner Provider (PP) Approval:** *If applicable.*

**International students studying in Australia only:**

Emergency Contact entered  yes

Passport copy attached  yes

Passport details entered (If applicable)  yes

Prior Education entered  yes

Visa copy attached  yes

Visa details entered (If applicable)  yes

Offer Letter attached  yes

Enrolment NSI added (If applicable)  yes

Enrolment is approved for   courses.

Acceptance Agreement attached  yes

COE attached  yes

I hereby confirm that the program name, program code and course details listed on this form are correct.

All details on this form have been entered into my Student Centre: fileonly  yes  No  no School to process  no

PP Program Coordinator Name   
 PP Program Coord. Signature   
 Date   /   /

Entered by:

Copy on file at PP. Form must be sent **directly** to Student Fees, Mt Helen Campus for processing fees. **Do not** send to the School.

**Federation University School Approval:**

**Type of place:**

**International students studying in Australia only:**

CSP  yes

Passport copy attached  yes

CSP exempt  yes

Visa copy attached  yes

CSP non-exempt  yes

Offer Letter attached  yes

Enrolment is approved for   courses.

Fee-paying domestic  yes

Acceptance Agreement attached  yes

I hereby confirm that the program name, program code and course details listed on this form are correct.

Fee-paying international  yes

COE attached  yes

Program Coordinator Name   
 Program Coord. Signature   
 Date   /   /

Copy on file at School. Form **must** be sent to Student Administration, Mt Helen Campus for processing in mySC.

**Student Administration** Entered by:

Emergency Contact entered  yes

Prior Education entered  yes

mySC Updated (Please tick)  yes

Date   /   /

Passport details entered (If applicable)  yes

ID card printed by:

Date   /   /

Visa details entered (If applicable)  yes

Form **must** be sent Student Fees, Mt Helen Campus, for processing fees.

Enrolment NSI added (If applicable)  yes

**Finance (Office Use)**

Receipt No.:

Amount paid:

Date   /   /

Fees Posted  yes

Entered by:

Date   /   /

If student is studying at an on-shore Partner Provider, form must be sent **directly to School** for approval.  
 If student is studying at a FedUni campus, form must be **returned** to Student Administration, for filing.