



# Australian College of Theology

## Application for Enrolment

### Coursework Course and Unit Application Form



A reminder to submit any relevant identity documents, Working With Children Check (if applicable), and evidence of previous studies.

#### APPLICANT DETAILS:

Legal name in Full (as shown on your Passport): .....

Title                      First Name(s)                      Surname

Preferred Name: ..... Date of Birth (DD/MM/YYYY) ..... Gender:  Male  Female  Unspecified

ACT student number (if known): ..... USI (Unique Student Identifier): .....

#### Contact Details:

##### Term address:

No. & Street:		Suburb:	
State:	Postcode:	Mobile:	
Phone:	Emergency Contact: (name, phone number and relationship)		
Email:			

##### Permanent home address (overseas students and Temporary Permit Visa holders MUST fill in their HOME country details):

No. & Street:				
Suburb	State:	Postcode:		
Country	Email:			
Phone:	Mobile:			

#### COURSE AND UNIT ENROLMENT:

Course name: .....

##### Enrolment in ACT units

- 48cps per six-month period is considered a normal full-time enrolment.
- No more than 60cps of units can be concurrently enrolled.

Unit Code:	Unit title:	Delivery mode <i>(on campus, off-campus, intensive, study contract)</i>	Payment method ^ <i>(FEE-HELP or up-front)</i>	College*	Semester

^ Tuition fees for units are outlined at [actheology.edu.au/fees](http://actheology.edu.au/fees). See [actheology.edu.au/fees](http://actheology.edu.au/fees) for FEE-HELP eligibility and application process.

\* If you are planning to enrol in unit(s) at another ACT college, please make sure to inform your primary college.

##### • Students applying to continue in the same course only:

Have any of your details regarding citizenship, disabilities or medical conditions, or tertiary qualifications changed since you first enrolled in this course?

- YES.** (Please go to page 2)                       **NO.** (Please go to page 4)

Students applying to enrol in a new course (including transfers) must complete all questions on this page.  
Information collected on this page is required to be reported to the Department of Education,  
and will be used to provide targeted support to students.

## DEMOGRAPHIC:

Country of birth: ..... Year of arrival in Australia if born outside Australia: .....

Language spoken at home (other than English): .....

Do you identify as Aboriginal and/or Torres Strait Islander?

Aboriginal       Torres Strait Islander       Both Aboriginal and Torres Strait Islander       Neither

## DISABILITY:

**Do you have a disability, impairment or a long-term medical condition which may impact your learning experience?**

YES    NO    PREFER NOT TO SAY      If YES, please indicate the area/s of impairment. Please mark all that apply.

hearing       physical       vision       medical condition       acquired brain injury

intellectual       specific learning disability       mental health condition       neurological condition

other – please specify .....       Prefer not to say

If you have said yes to any of the above, would you like to receive advice on support services and facilities which may assist you?

YES    NO

## PREVIOUS QUALIFICATIONS:

Your highest educational attainment: .....

Year of Completion: .....

If you are a domestic student (Australian or New Zealand Citizen, or permanent humanitarian visa holder or permanent resident):

What is your highest level of school attainment:    Year 9    Year 10    Year 11    Year 12    Unknown

Year of completion: .....

Did you attend a previous Higher Education Provider (HEP):    Yes    No

What year did you last attend: .....

What was the name of the Higher Education Provider: .....

Australian Tertiary Admission Rank (ATAR) (value will range from 0.05 to 99.95): .....

*(note: Qld students must convert their OP scores. Talk to your enrolling college for details).*

Basis for admission to current course:

Previous higher education course       Previous VET qualification       Secondary education

Other basis: .....

IELTS score (including subtest scores): .....

(for applicants from a non-English speaking background)

## CITIZENSHIP:

### Citizenship status (please tick only one):

- |                                                      |                                                                     |
|------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Australian citizen          | <input type="checkbox"/> New Zealand citizen                        |
| <input type="checkbox"/> Permanent Resident          | <input type="checkbox"/> Temporary permit visa (incl. Student Visa) |
| <input type="checkbox"/> Permanent Humanitarian Visa | <input type="checkbox"/> Other (please state) .....                 |

Citizenship status effective from: ..... / ..... / ..... (applies only if the student provides evidence that their citizenship or residence status has changed)

## PARENT DETAILS:

What was the highest level of education completed by your parent/guardian #1 (please tick only one box):

- |                                                                                                            |                          |
|------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Postgraduate qualifications (eg masters, PhD)                                                           | <input type="checkbox"/> |
| 2. Bachelor qualification                                                                                  | <input type="checkbox"/> |
| 3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma) | <input type="checkbox"/> |
| 4. Completed Year 12 or equivalent                                                                         | <input type="checkbox"/> |
| 5. Did not complete Year 12 or equivalent                                                                  | <input type="checkbox"/> |
| 6. I don't know                                                                                            | <input type="checkbox"/> |

What was the highest level of education completed by your parent/guardian #2 (please tick only one box):

- |                                                                                                            |                          |
|------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Postgraduate qualifications (eg masters, PhD)                                                           | <input type="checkbox"/> |
| 2. Bachelor qualification                                                                                  | <input type="checkbox"/> |
| 3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma) | <input type="checkbox"/> |
| 4. Completed Year 12 or equivalent                                                                         | <input type="checkbox"/> |
| 5. Did not complete Year 12 or equivalent                                                                  | <input type="checkbox"/> |
| 6. I don't know                                                                                            | <input type="checkbox"/> |

## REGULATION/TERMS OF ENROLMENT:

**Overseas Students:** The information provided by overseas students to the provider (the Australian College of Theology) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and the provider is required, under section 19 of the ESOS Act 2000, to tell the Department about: (i) certain changes to the student's enrolment; and (ii) any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

**Variation of Enrolment:** Students who wish to vary their enrolment by addition of or withdrawal from a unit should consult their Affiliated College Registrar for the critical dates that apply to that unit and the procedure to use to apply for a variation. Withdrawal from a unit after the Withdrawal Date will attract a fail (FW) grade. [For more information, see [www.actheology.edu.au](http://www.actheology.edu.au) – Variation of Enrolment]

**Closing dates for application:** An application for enrolment in a unit lodged after the Administrative Date for the unit may be subject to the Variation of Enrolment Fee.

**Credit Transfer / RPL:** ACT's Credit Transfer and Recognition of Prior Learning policies are published on the ACT's website [www.actheology.edu.au](http://www.actheology.edu.au).

**Grievance Resolution:** The ACT's Grievance Resolution Policy for Domestic Students and the Grievance Resolution Policy for Overseas Students are available on the ACT website at [www.actheology.edu.au](http://www.actheology.edu.au).

**Refunds of tuition fees:** Candidates who withdraw after the census date of a unit and wish to apply for a tuition fee refund must apply in writing to the Registrar of the Australian College of Theology. A copy of the Tuition Fee Refund application form and policy can be found on the Australian College of Theology website [www.actheology.edu.au](http://www.actheology.edu.au).

## APPLICATION AND DECLARATION:

I apply to be enrolled in the Course and Units set out above and agree that, upon acceptance, I will be enrolled at the Australian College of Theology on the terms set out above.

Unless I am applying for cross-institutional enrolments or Single Unit Study, I note that am enrolling in units contributing to the completion of a course of the Australian College of Theology and I declare my intention to complete this course of study.

Should I be accepted as a student of the Australian College of Theology, I will abide by its rules and policies. I understand that I can access the rules and policies relating to my course and my enrolled units on the website of the Australian College of Theology at [www.actheology.edu.au](http://www.actheology.edu.au).

In particular, I acknowledge that I have read, understand and accept:

- the Grievance Resolution Policy for Domestic/Overseas Students; and
- (if I am an overseas applicant) the ACT Refund Policy and Agreement for Overseas Students.

I also understand that:

- The Australian College of Theology is collecting the information in this form for the purpose of assessing my eligibility for the Higher Education Loan Program under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number to me; and for program administration purposes, including the viewing of survey data by relevant parties.
- The Australian College of Theology will disclose this information to the Australian Government as required under the *Higher Education Support Act 2003*.
- The Australian Government is required to store the information securely.
- The Australian College of Theology may disclose information to government departments in relation to transport concessions.
- The Australian College of Theology and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law.
- My information may be sent to software vendors in order for me to access software relevant to my course at reduced rates, and not on-sold to any provider.
- I have read and acknowledge ACT's statement on COVID-19 vaccination.
- Work submitted in relation to this course may be submitted to organisations for academic integrity assurance.

Noting that giving false or misleading information is a serious offence under the Criminal Code, I confirm that, to the best of my knowledge, all the information in this form is correct.

**Signature of applicant** ..... **Date:** .....

(NB: only the applicant may sign this form – no proxy signatures will be accepted)