

3. QUALIFICATIONS

ACADEMIC

Did you attend Year 12 at an Australian High School? Yes No

If Yes, please provide details below

Name of School	State	Year attended	ATAR	Tick if completed

Have you previously been enrolled at a University, TAFE, College or other institution? Yes No

If Yes, please provide details below:

Name of Institution	Details of programs, studies, awards etc	Year first enrolled	Year last enrolled	Tick if completed

EMPLOYMENT HISTORY (Complete only if required to meet entry requirements for the program)

Date From	Date To	Employer	Position Title

4. DOCUMENTS REQUIRED

The University requires that documents submitted with your application be **CERTIFIED COPIES** of the original documentation. Certification can be obtained from a Justice of the Peace or a Commissioner for Declarations.

1. SCHOOL QUALIFICATIONS

Applicants must provide certified copies of their completed year 12 certificate (including courses studied and grades) and proof of their Australian Tertiary Admissions Rank (ATAR). Offers made where qualifications are incomplete, will be **CONDITIONAL** upon receipt of providing the required qualification.

2. PREVIOUS QUALIFICATIONS

Applicants must provide **certified** copies of all qualifications (including academic transcripts if applicable) or certificates for study completed. Offers made where qualifications are incomplete, will be **CONDITIONAL** upon receipt of providing the required qualification. Previous or current students of CQUniversity or its antecedents, do not need to send copies of any academic results.

3. OVERSEAS QUALIFICATIONS

Documents not in English must be accompanied by **certified** translations. Applicants who have completed prerequisite qualifications in a language other than English should submit evidence of English proficiency eg IELTS, TOEFL.

5. CLOSING DATES

TERM 1 (March – June)
31 January

TERM 2 (July – October)
15 June

TERM 3 (November – February)
20 October

6. LATE APPLICATIONS

Late applications for some programs will be processed on a case by case basis. Please check with the Student Contact Centre on 13 27 86 for final dates. However, the University reserves the right to cease accepting applications for any program where applications are received after the advertised closing dates.

7. INFORMED CONSENT (See Note 3)

I understand that:

- CQUniversity is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me;
- CQUniversity will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes;
- DEEWR will store the information securely in the Higher Education Information Management System;
- DEEWR may disclose the information to the Australian Taxation Office (ATO); and
- CQUniversity and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

Applicant's signature

Date

8. DECLARATION

(You must sign this declaration otherwise your application will be returned to you)

I agree to obey the rules of CQUniversity. I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in a cancellation of enrolment at any stage. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications, studies and experience and hereby authorise the University to access my results from other institutions directly or through QualSearch when assessing this application. (Students are required to note that the University reserves the right to collect, store and disclose information concerning any acts of record falsification or other irregular acts in relation to a student.) I hereby also give written consent to the University to provide details of my enrolment to DEEWR or other government agencies to whom the information must be provided under Australian law.

Applicant's signature

Date

9. NOTES

1. Exclusion

If you were ever excluded, refused further enrolment or placed on academic probation, you should attach a statement describing the circumstances of your exclusion and give reasons why you believe you can now study successfully.

2. Previous family name

Applicants who have previously been enrolled at CQUniversity or its antecedents (UCQ, UCCQ or CIAE) under a different name to the one in which they are now applying, **OR** applicants whose supporting documents are not in the applicant's current name (as it appears on this application form) must include a **certified** copy of the relevant documentation validating the name change, eg marriage certificate, deed poll or decree nisi.

3. Why do I need to give informed consent to CQUniversity?

The Commonwealth Government requires all existing and new students to provide their informed consent for their personal, identifying information to be provided to the Department of Education, Employment and Workplace Relations (DEEWR) for the retrieval or allocation of their Commonwealth Higher Education Student Support Number (CHESSN), and the Australian Taxation Office (ATO) for the management of their Commonwealth assistance.

Your CHESSN will be used to manage:

- your Student Learning Entitlement (SLE) if you are a Commonwealth supported student
- assistance using the Commonwealth Higher Education Loan Program (HELP): FEE-HELP, OS-HELP, and HECS-HELP
- Commonwealth Learning Scholarship assistance
- any other Commonwealth assistance you may receive

Your CHESSN is printed on the Commonwealth Assistance Notice issued within 28 days of each term's census date.

If you choose not to provide your consent, you cannot be offered a Commonwealth supported place and/or you will not be eligible for assistance through any of the Commonwealth HELP programs. Information about Commonwealth assistance is available on DEEWR's Going to Uni website: www.goingtouni.gov.au.

4. The University requires that documents submitted with your application be **CERTIFIED PHOTOCOPIES**. Certification can be obtained from a Justice of the Peace or a Commissioner for Declarations. Certified documentation may be submitted electronically to online-applications@cqu.edu.au or faxed to 07 4923 2100. Scanned copies of originals will **NOT** be accepted.

10. CHECKLIST

- Completed **ALL** sections of the application form
- Attached original **certified** year 12 certificate and ATAR results
- Attached original **certified** documentary evidence, as required, in support of application
- Attached proof of completion of previous qualification (if applicable)
- Attached **certified** proof of name change (if applicable)
- Attached **certified** proof of citizenship status (if applicable)
- Signed the Informed Consent and read Note 3 to understand the implication of withholding consent (if applicable)
- Signed the Declaration
- Addressed application to:

**Student Contact Centre
CQUniversity Australia
Building 5, Bruce Highway
Rockhampton QLD 4702**

