

APPLICATION FOR ENROLMENT

Cross-Institutional/Dual Enrolment

For Australian and New Zealand Citizens, Permanent Residents of Australia and holders of a Permanent Humanitarian Visa.



1. ENROLMENT DETAILS

Intended commencement term. (tick one box) Refer to **Closing Dates** for each term in this application form before selecting.

Term 1 Term 2 Term 3

Please enter the CQUniversity course code, mode, course name and term for all courses you wish to undertake (see note 2)

Course code	Mode (Internal/External)	Course name	Term1/Term 2/Term 3

Campus of attendance (tick one box). Complete **only if INTERNAL** selected above. External students do not attend a campus and are automatically assigned a campus of Flexible (FLEX).

Bundaberg Emerald Gladstone Mackay Noosa Rockhampton

Applicants intending to study at Melbourne, Sydney, Gold Coast or Brisbane campuses should NOT use this form.
Please contact your desired campus directly.

Note: Not all courses are available at all campuses or in all modes. Please check the CQUniversity handbook at <http://handbook.cqu.edu.au> for availability.

In what program (course) are you currently enrolled at your home university?

eg Bachelor of Business, Master of Business Administration

I am a Commonwealth supported student at my home university ie paying a Student Contribution up front or accessing HECS-HELP to defer the payment of a Student Contribution? OR

Yes

I am a full fee-paying student at my home university?

Yes

If yes, are you registered for Commonwealth government fee assistance ie FEE-HELP?

Yes No

Examination centre. Refer to <http://examinations.cqu.edu.au> for the list of active Examination Centres

2. PERSONAL DETAILS

Title Mr Mrs Ms Miss Dr Other

Family name	Previous family name
Given names	(see Note 1)

Date of birth (DD/MM/YY) / /

Gender Male Female

Home address		
Town/City	State	Postcode
Mailing address (if different)		
Town/City	State	Postcode
Telephone number	Mobile	
Facsimile number	Email address	

Have you previously been enrolled at CQUniversity or its antecedents? Yes No

If YES, please provide your CQUniversity Student Number, if known.

Are you the first in your family to attend tertiary education? Yes No

3. DOCUMENTS REQUIRED

You must attach a signed **LETTER OF APPROVAL** from your home university on the university's letterhead or the university's **APPROVAL FORM** stating that you will be granted credit, on completion, for all courses in which you apply to enrol at CQUniversity. You should provide either the **original** or a **certified** photocopy. Certification may be obtained from a Justice of the Peace or a Commissioner for Declarations.

APPLICATIONS SUBMITTED WITHOUT APPROVAL WILL NOT BE PROCESSED.

4. VERIFICATION OF COMMONWEALTH SUPPORTED PLACE

The following authorisation must be completed by a fees officer of the home university.

a. This student is eligible at his/her home university for a Commonwealth supported place?

b. If yes, what type of commonwealth supported student?

Yes No

2008 Pre-2008 Pre-2005

Fees Officer
signature

Date

5. STATISTICAL INFORMATION

This information is required by the Australian Government. The information must be completed correctly to ensure that your enrolment is processed and your CHESSN can be retrieved from DEEWR (See Note 4).

Are you an Aborigine, Torres Strait Islander or of South Sea Islander origin? (tick one box)

Aborigine Torres Strait Islander Of both Aboriginal and Torres Strait Islander descent South Sea Islander None of these

Citizenship status during the term (select one only).

Australian Citizen (including Australian citizen with dual citizenship) New Zealand Citizen Permanent Resident of Australia Holder of a Permanent Humanitarian Visa

In what country is your PERMANENT home residence?

In what country is your residence DURING THIS TERM?

In what country were you born?

If not Australia, in which year did you arrive?

Do you speak a language other than English at your PERMANENT home residence?

Yes No

If 'yes' what is the main non-English language spoken at your permanent home residence?

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)

- Postgraduate qualification (eg graduate diploma, masters degree, PhD)
 Bachelor degree
 Other post-school qualification (eg 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 (includes completed primary schooling only, or did not go to school)
 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)

- Postgraduate qualification (eg graduate diploma, masters degree, PhD)
 Bachelor degree
 Other post-school qualification (eg 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 (includes completed primary schooling only, or did not go to school)
 Don't know

*or equivalent

POST-SECONDARY EDUCATION

What is your highest educational attainment? Answer the questions where relevant by ticking the appropriate boxes and indicating the most recent year of enrolment or completion.

	Last year enrolled	Completed	Not completed
Postgraduate level (PhD, Masters, Postgraduate Diploma or Postgraduate Certificate)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor level	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub-degree level (Associate degree, Advanced Diploma, Diploma at an institution other than a TAFE)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAFE Award course	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other qualification, certificate of attainment or competence	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECONDARY EDUCATION

(a) Did you **complete** secondary education at a TAFE? Yes No If yes, year completed?

(b) Did you **complete** Year 12 at an Australian High School? Yes No

If yes, in which Australian State? Year completed?

Do not complete (c) if you answered 'Yes' to (b). Yes No

(c) Did you **attend but not complete** Year 12 at an Australian High School? Yes No

If yes, in which Australian State? Year attended?

6. SUPPORT SERVICES

Do you have a disability, injury, illness or medical condition which may affect your studies? Yes No

If 'yes' please indicate the area(s) of impairment

Hearing Vision Mobility Learning Medical Other

If 'yes' would you like to receive advice on support services, equipment and facilities which may assist you? Yes No

7. CLOSING DATES

TERM 1
(March – June)
31 January

TERM 2
(July – October)
15 June

TERM 3
(November – February)
20 October

Please note that cross-institutional enrolment is valid for one academic year only. Students wishing to continue cross-institutional enrolment at CQUniversity in years subsequent to the year of original enrolment, must submit a new Application for Enrolment and approval by these Closing Dates. Students wishing to add courses or change previously approved courses during their year of cross-institutional study, need only submit further written approval from their home institution to the Student Contact Centre.

8. LATE APPLICATIONS

Late applications 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 where applications are reviewed after the advertised closing dates.

9. 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 or retrieval of a Commonwealth Higher Education Student Support Number (CHESN);
- 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 authorized by law.

Applicant's signature

Date

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10. 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

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11. CHECKLIST

- Completed **ALL** sections of the Application Form
- Signed the Declaration
- Attached original **certified** copy or original copy of your approval
- Attached **certified** proof of name change (if applicable)
- Signed the Informed Consent and read Note 3 to understand the implication of withholding consent (if applicable)
- Addressed application to: **Student Contact Centre
CQUniversity
Building 5, Bruce Highway
Rockhampton QLD 4702**

If you have any queries, please contact the Student Contact Centre on 13CQUni 13 27 86 or <http://contactus.cqu.edu.au>

12. NOTES

1. 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.**

2. Course enrolment

In CQUniversity terminology, a 'course' is a subject or unit of study. You will only be considered for enrolment in courses for which you have provided the correct approval from your home university. You are responsible for determining if you meet pre-requisites for your selected courses. Please check availability and pre-requisites in the CQUniversity Handbook at <http://handbook.cqu.edu.au>.

The numeric part of the CQUniversity course code starts with '1' for undergraduate courses and '2' for postgraduate courses.

If you wish to cancel your enrolment, you must contact the Student Contact Centre on 13 27 86 or <http://contactus.cqu.edu.au> before the last date to drop for the term as stated in the Calendar of Principal Dates in the CQUniversity Handbook at <http://handbook.cqu.edu.au>

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 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 enrolled as a Commonwealth supported student at CQUniversity 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.

OFFICE USE ONLY

Stud No	Prog Code	Sub Cat
App No	Load	Act Reas
Inf Cons (Y/N)	Campus	DB Entry
Chessn Panel	Mode	

To Faculty	Interim	Offer
Ret Faculty	Ack	Rej/L

Accept (A) / Reject (R) Assessor..... Date

Comments

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