

APPLICATION FOR ENROLMENT

SINGLE NON-AWARD

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



This paperclip appears in sections where additional documentation must be attached to the authority.

1. ENROLMENT DETAILS

Intended commencement term (tick one box). Refer to closing dates for each term in this application before selecting.

Term 1 Term 2 Term 3

Please enter the details for the course/s you wish to undertake (See note 2)

Course code	Mode Internal/Distance education)	Course name	Term1/Term 2/Term 3 (See note 1)

Campus of attendance (tick one box). Complete only if you have selected INTERNAL above. Distance education students do not attend a campus and are automatically assigned a campus of Distance Education (DIST)

Brisbane Bundaberg Cairns Emerald Gladstone Melbourne
 Noosa Mackay Rockhampton Sydney Townsville

Note: Not all courses are available at all campuses or in all modes. Please refer to the student handbook at www.cqu.edu.au/handbook for availability.

Examination centre. Refer to examinations.cqu.edu.au for the list of active examination centres.

2. DOCUMENTS REQUIRED

Certified copies of relevant educational qualifications eg senior secondary school certificate, TAFE/trade certificates, previous tertiary studies must be submitted with your application. Where an applicant is seeking admission based on employment experience a statement of service, or a signed reference outlining the position held, duties performed, length and dates of service is required. Self-employed experience must be supported by a similar statement from an accountant, solicitor or tax agent. A resume is not sufficient proof of experience. **To be admitted, an applicant must show that they satisfy normal entry and prerequisite requirements for admission to the program from which the course/s selected are drawn. Certification may be obtained from a Justice of the Peace or a Commissioner for Declarations.**

3. PERSONAL DETAILS

Title Mr Mrs Ms Miss Dr Other

Family name	Previous family name	(see note 2)
Given names		

Date of birth / / **Gender** Male Female X

Home address	State	Postcode
Mailing address (if different)	State	Postcode
Telephone number (day)	After hours	Mobile
Email address	Facsimile	

IMPORTANT: Please note this is the email address the outcome of your application will be sent to.

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

4. STATISTICAL INFORMATION

This information is required by the Australian Government. The information must be completed correctly to ensure that your enrolment is processed. Please indicate your answer by placing a tick in the boxes where appropriate.

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

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

Citizenship status during the term (tick one box only)

- Australian citizen
 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?

Country of birth

If not Australia, in which year did you arrive?

Previous students of CQUniversity who have changed their citizenship status since they were last enrolled, must supply a certified copy of the change of citizenship document eg proof of permanent residency, Australian citizenship certificate.

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?

What is your highest educational attainment?

Postgraduate level (PhD, masters, postgraduate diploma or postgraduate certificate)

Last year enrolled **Completed** **Not completed**

Bachelor level

Sub-degree level (associate degree, advanced diploma, diploma at an institution other than a TAFE)

TAFE award course

Other qualification, certificate of attainment or competence

Final year of secondary education at a school or TAFE

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
 X

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
 X

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

5. 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

6. 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 DET or other government agencies to whom the information must be provided under Australian law.

Applicant's signature

Date

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7. CLOSING DATES

Closing dates are the Monday two weeks prior to the commencement of the term for which you are applying - please refer to the Calendar of Principal Dates at www.cqu.edu.au/handbook.

Please note that a Single Non-Award Enrolment application is valid for one academic year only. Students wishing to continue their enrolment at CQUniversity in years subsequent to the year of original enrolment, must submit a new application by these Closing Dates.

8. LATE APPLICATIONS

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

9. IMPORTANT NOTES

1. Course enrolment

In CQUniversity terminology, a 'course' is a subject or unit of study. Please check course, term and campus availability in the CQUniversity Handbook at www.cqu.edu.au/handbook before entering your selection. If accepted, you are enrolled BY THE UNIVERSITY. Students are required to pay FULL FEES, which are applicable to the School which delivers the course. Students are not eligible for a Commonwealth supported place and generally not eligible for FEE-HELP. NOTE: If you decide not to proceed with your enrolment, and your enrolment is not cancelled by the last date to drop for the term of the enrolment (see Calendar of Principal Dates at www.cqu.edu.au/handbook), you will be liable for the full fees incurred. CONTACT THE Student Advice Team EMAIL apps@cqu.edu.au.

2. Previous 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.

10. CHECKLIST

- Completed **ALL** sections of the application form
- Signed the Declaration
- Attached **certified** documentary evidence, as required, in support of application 
- Attached **certified** proof of name change (if applicable) 
- Email application: apps@cqu.edu.au
(where possible please use your CQUniversity email account to submit your application).

Alternatively post your application:

**CQUniversity Admissions
Level 1, Building 65, Bruce Highway
Rockhampton North QLD 4702**

OFFICE USE ONLY

Stud no	Load	Sub cat
App no	Campus	Act reas
Prog code	Mode	DB entry

To faculty	Interim	Offer
Ret faculty	Ack	Rej/L

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

Comments

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