



## Application for Admission 2012: Single Subject Enrolment

Office Use Only

MCD No:	CHESSN:	RTI ID:
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### PART A – Personal Information NB: You must advise your RTI of any changes to contact details.

Title:	Family name:	Given names:	Preferred name:	Suffix:
Postal address:		Town & State:	Postcode:	Country:
Residential address (if different):		Town & State:	Postcode:	Country:
Home telephone:		Day telephone:	Mobile:	
Email address (compulsory):			Facsimile:	
Date of birth: ___ / ___ / _____		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> (tick one)		
Diocese / Congregation (CTC/YTU only)		Occupation:		
Optional - Denomination:		How did you hear about us?		
Emergency contact name:		Phone:	Mobile:	

### PART B – Study Details (tick one)

<i>Audit Undergraduate</i> <input type="checkbox"/>	Students intending to audit a unit: 1. <b>UFT students: must have permission of the Lecturer (it is the student's responsibility to obtain this permission, by a signature on this form or by attaching an email)</b> 2. are not required to undertake assessment and cannot expect to receive feedback on any assessment they choose to complete 3. have borrowing rights at their home RTP's Library 4. may be required to take part in class activities such as class presentations 5. must repeat the unit, pay full fees and complete assessment should they wish to credit it towards a degree.								
<i>Audit Postgraduate</i> <input type="checkbox"/>									
<i>Single Subject Undergraduate</i> <input type="checkbox"/>									
<i>Single Subject Postgraduate</i> <input type="checkbox"/>									
<i>Cross-Institutional Undergraduate</i> <input type="checkbox"/>									
<i>Cross-institutional Postgraduate</i> <input type="checkbox"/>									
<i>Study load (tick one):</i> <b>Part-time</b> <input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/>		<i>Study mode (tick one):</i> <b>On campus</b> <input type="checkbox"/> <b>Online</b> <input type="checkbox"/> <b>Mixed mode</b> <input type="checkbox"/>							
<i>Course commencement date:</i> ___ / ___ / _____		<i>Expected course completion date:</i> ___ / ___ / _____							
<i>Recognised Teaching Institution (circle one):</i>		ALC	Booth (SATC)	CTC	ICSPF	Stirling	UFT	Whitley	YTU

**Complete, consult, sign & submit to your Recognised Teaching Institution (RTI)**

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## ***Instructions***

- 1 Complete this form, except the sections marked *Coursework Coordinator to complete*.
- 2 Provide certified copies of official academic transcripts of relevant tertiary courses if applicable. 'Certified' means a signed statement by an authorised person (including Registrars, Deans, Coursework Coordinators and academic records staff in your home RTI) that they have sighted the original.
- 3 Provide certified copies of your birth certificate, current passport or other official documents verifying your citizenship status **in your current name**.
- 4 Make an appointment with the Coursework Coordinator at the associated Recognised Teaching Institution, who will discuss your course, complete the application with you and submit the form to MCD on your behalf and retain a copy for RTI records.
- 5 **Single Unit Students:** You must pay **Upfront** for tuition fees. Authorization for payment by credit card or payment by cheque/money order is required with re-enrolment. **FEE-HELP** is not available for single unit or audit enrolments. Please complete *Method of Payment* in the Tuition Fees section. Your application is not complete until fees have been paid.
- 6 **Audit Students:** You must pay **Upfront** for tuition fees. Authorization for payment by credit card or payment by cheque/money order is required with re-enrolment. **FEE-HELP** is not available for single unit or audit enrolments. Please complete *Method of Payment* in the Tuition Fees section. Your application is not complete until fees have been paid.
- 7 **Cross Institutional Students:** If you are paying Upfront for tuition fees, authorization for payment by credit card or payment by cheque/money order is required with re-enrolment. FEE-HELP is available for cross institutional students. Please fill out a FEE-HELP form and complete appropriate *Method of Payment* in the Tuition Fees section by completing the cross institutional section. **As a cross institutional student you are required to submit a letter or form from your home institution indicating that the MCD unit/s you intend to take are approved for credit from your current institution.**
- 8 If a third party is paying your tuition fees, include a letter or official confirmation from the third party accepting responsibility for payment of fees.
- 9 If you are changing your payment method from **UpFront** to **FEE-HELP**, you will need to complete and submit a FEE-HELP form with certified proof of citizenship in your current name.
- 10 If you are already on FEE-HELP and are continuing in your current course, you do **not** need to complete a new FEE-HELP Request form.
- 11 If you are changing your course, please complete a Change of Enrolment form.
- 12 You will be sent an enrolment summary confirming your request.

**The information you have given us in this form will remain confidential,  
and be used only for the purposes for which you have provided it. It will be kept securely.**

## PART C – DEEWR Information

The Australian Government's Department of Education, Employment and Workplace Relations (DEEWR) requires this information from ALL students.

Country in which you were born:	
If not born in Australia, year of arrival:	Language spoken at your permanent residence:
Are you of Australian Aboriginal descent?	Yes <input type="checkbox"/> No <input type="checkbox"/> (tick one)
Are you of Torres Strait Islander descent?	Yes <input type="checkbox"/> No <input type="checkbox"/> (tick one)
Are you of both Australian Aboriginal and Torres Strait Islander descent?	Yes <input type="checkbox"/> No <input type="checkbox"/> (tick one)
What is your citizenship status THIS semester?	<b>Tick one box:</b>
<input type="checkbox"/> Australian citizen	<input type="checkbox"/> New Zealand citizen
<input type="checkbox"/> Hold Permanent Humanitarian Visa	<input type="checkbox"/> Permanent Resident of Australia
	<input type="checkbox"/> Hold current overseas visa
	<input type="checkbox"/> Living overseas and not a citizen of Australia
Students in these categories only are eligible for FEE-HELP.	Nationality: _____
<b>Highest level of educational attainment of parents or guardians</b> (please tick one box in each column):	
Parent or guardian 1 <input type="checkbox"/> Female <input type="checkbox"/> Male	Parent or guardian 2 <input type="checkbox"/> Female <input type="checkbox"/> Male
<input type="checkbox"/> Postgraduate eg. Masters, PhD	<input type="checkbox"/> Postgraduate eg. Masters, PhD
<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> Bachelor Degree
<input type="checkbox"/> Other post school qualification, eg. TAFE	<input type="checkbox"/> Other post school qualification, eg. TAFE
<input type="checkbox"/> Completed Year 12 schooling or equivalent	<input type="checkbox"/> Completed Year 12 schooling or equivalent
<input type="checkbox"/> Did not complete Year 12 schooling or equivalent	<input type="checkbox"/> Did not complete Year 12 schooling or equivalent
<input type="checkbox"/> Completed Year 10 schooling or equivalent	<input type="checkbox"/> Completed Year 10 schooling or equivalent
<input type="checkbox"/> Did not complete Year 10 schooling or equivalent	<input type="checkbox"/> Did not complete Year 10 schooling or equivalent
<input type="checkbox"/> Don't know	<input type="checkbox"/> Don't know
<b>Permanent Residents (non-Australian citizens) only</b>	Have you been residing in Australia for three years or more as a permanent resident? (tick one) Yes <input type="checkbox"/> No <input type="checkbox"/>
	If you are currently living outside Australia, is this a requirement of your course? (tick one) Yes <input type="checkbox"/> No <input type="checkbox"/>
	In what year did you obtain permanent residency? _____
Do you have any disability? (tick one) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate below what kind – tick any which apply:	
<input type="checkbox"/> Hearing	<input type="checkbox"/> Learning difficulty
<input type="checkbox"/> Mobility	<input type="checkbox"/> Seeing
<input type="checkbox"/> Permanent Medical Condition	<input type="checkbox"/> Other:
If you have a disability, would you like to receive advice on support services, equipment or facilities? Yes / No	

## PART D – Previous Education / Qualifications (List in chronological order)

Attach certified copies of transcripts of relevant prior studies.

Highest Secondary Schooling attained	Institution (full name)	Year completed	Transcript provided?	What language?
			Yes / No	
Degree / Diploma / Certificate / Other	Institution (full name)	Year completed	Transcript provided?	What language?
			Yes / No	
			Yes / No	
			Yes / No	

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## PART E – Proposed program of study for 2012:

Complete this section in collaboration with your Coursework Coordinator. All unit codes must clearly indicate one **Level** and one **Discipline**.

	Semester	Unit Code	Unit Name	RTI (Unit provider)	RTI comment (Office use only)
	Semester 1				
1					
2					
3					
4					
	Semester 2	Unit Code	Unit Name	RTI (Unit provider)	RTI comment (Office use only)
5					
6					
7					
8					
	Intensives (Specify Start Date)	Unit Code	Unit Name	RTI (Unit provider)	RTI comment (Office use only)
9					
10					
11					

Have you enrolled in a 12,000 word Research Essay or a Supervised Reading Unit? Yes  No

If yes:

What is the area/discipline of your essay: \_\_\_\_\_

Who is your proposed supervisor: \_\_\_\_\_

Have you contacted your proposed supervisor? Yes  No

Have you completed and included a 12,000 word Research Essay Application or Supervised Reading Unit Form? Yes  No

*Please direct all queries regarding Research Essays or Supervised Reading Units (including accessing appropriate paperwork) to your Recognised Teaching Institution.*

*Please advise your RTI Coursework Coordinator/Registrar of any changes regarding your Research Essay or Supervised Reading Unit.*

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## PART F – Tuition Fees

Please note that tuition fees may vary from year to year.

### TUITION FEES FOR STANDARD 15-POINT UNIT IN 2012 (Domestic students):

**Undergraduate: \$1,098**

**Graduate: \$1,518**

**Postgraduate: \$1,570**

**Audit:** Fees for auditing units vary between RTIs. Please contact your RTI for the audit fees for your units.

Single subject enrolment is **not** available to international students studying in Australia on visas.

### UPFRONT FEES

If you are paying your tuition fees upfront, attach cheque or money order or include credit card authorisation. If a third party is paying your fees, include with this application a letter or official confirmation from the third party accepting responsibility for payment of fees. Payment for all current semester units must be included. See below for Upfront payment options. A Tax Invoice will be subsequently sent to you for your records. For fees that are due for the remainder of the year, a Tax Invoice will be sent at the appropriate time.

Please note that students with unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol.

### CROSS-INSTITUTIONAL

FEE-HELP is available **only** if you are a cross-institutional student; that is, if you have a FEE-HELP or Commonwealth-supported place in a tertiary course at another institution. You must submit a completed Request for FEE-HELP assistance form.

**Name of Student (compulsory):** \_\_\_\_\_

### METHOD OF PAYMENT

Please tick (✓) one box only – **Either** Upfront **or** Cross-Institutional

**UPFRONT FEES** – please tick and complete relevant sections:

Cheque/Money Order enclosed for \$\_\_\_\_\_ - payable to your home RTI if you are an undergraduate student from an RTI other than UFT; otherwise, payable to Melbourne College of Divinity, or

A third party is paying for my tuition fees. I include with this application a letter or official confirmation from the third party accepting responsibility for payment of my fees.

Name of third party/organisation \_\_\_\_\_

Credit Card Authorization

Amount to be debited \$\_\_\_\_\_ Indicate date to deduct from credit card \_\_\_ / \_\_\_ / \_\_\_\_\_

Visa/Mastercard \_\_\_\_\_ Card Expiry date \_\_\_ / \_\_\_ (mm/yy)

Signature \_\_\_\_\_ Name on Credit Card: \_\_\_\_\_

**SEMESTER 2** - I authorize payment with the nominated credit card for Semester 2. Payment will be processed on or soon after July 15, 2012 if a date is not specified.

Signature \_\_\_\_\_ Indicate date to deduct from credit card \_\_\_ / \_\_\_ / \_\_\_\_\_

**CROSS-INSTITUTIONAL** – tick if you are taking MCD units towards an award at another institution, for which you have a FEE-HELP or Commonwealth-supported place. When completing the FEE-HELP form, under 'Name of Higher Education Provider', write [your home institution] *Cross-institutional with Melbourne College of Divinity*.

I am taking these units as cross-institutional units towards the award of

.....(degree) which I am studying at

.....(teaching institution).

I enclose a completed and signed FEE-HELP form for my MCD units.

I enclose a letter or form from my home institution indicating that these MCD units are approved for credit towards the above mentioned course.

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## PART G - Declarations

I declare that the above information is true and correct in every particular. I understand that if I have misrepresented my details in any way, then the Melbourne College of Divinity may terminate any candidacy offered to me that arises as a result of this application.

I accept responsibility for ensuring that the tuition fees for all MCD units and courses in which I enrol are paid on time.

I agree to abide by the Regulations and Working Procedures for the course for which I am applying, and of any awards both as they are regulated by the Higher Education Information Management System (HEIMS) and as they are applied by the Melbourne College of Divinity.

### Privacy Statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for Melbourne College of Divinity (MCD) to assess your application or re-enrolment. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about the application or re-enrolment matters that concern your enrolment at MCD.

You have a right to access personal information that MCD holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact MCD Admissions Office on 9853 3177.

 Student's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Please submit this application to the Coursework Coordinator/Dean of your RTI for processing.**

### Coursework Coordinator Approval (Coursework Coordinator to complete)

**Please tick *one* box only.** This applicant –

- meets all criteria for admission  
 may meet the criteria for admission, but advice is required (*please specify*)

- \_\_\_\_\_  
 approval given, English Language Requirements pending  
 approval given, following the receipt of additional advice

- does not meet the criteria for admission because
- \_\_\_\_\_

### Application Checklist (tick each box below when the item has been checked)

I have checked this student's application for admission and proposed study program, and confirm that:

- evidence of citizenship status in current name is enclosed
- evidence of previous tertiary qualifications is enclosed
- unit codes and unit names listed on the form are correct
- all units are running in the time periods indicated
- the student has the correct prerequisites for each unit proposed
- the student has met MCD English requirements
- all listed units clearly show one level and one discipline
- payment method has been indicated on page 5. Cheque/Money order is attached if this is the payment method
- the course progression is valid

Coursework Coordinator/Academic Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

### Office Use Only

Data entered in TAMS by .....(RTI data entry staff member) Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

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