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 date information on page 3 before selecting.

☐ Term 1   ☐ Term 2   ☐ Term 3

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

Unit Code	Mode (On-campus/Online)	Unit Name	Term 1/Term 2/Term 3

Campus of attendance (tick one box). Complete only if you have selected ON-CAMPUS above. Online students do not attend a campus and are automatically assigned a campus of Online (ONL).

☐ Adelaide   ☐ Brisbane   ☐ Bundaberg   ☐ Cairns   ☐ Emerald   ☐ Gladstone

☐ Melbourne   ☐ Mackay   ☐ Rockhampton   ☐ Sydney   ☐ Townsville

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

I am a Commonwealth supported student at my home university i.e. 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 i.e. FEE-HELP?   ☐ Yes   ☐ No

In what course (degree) are you currently enrolled at your home university?
e.g. Bachelor of Business.

2. PERSONAL DETAILS

Title   ☐ Mr   ☐ Mrs   ☐ Ms   ☐ Miss   ☐ Dr   ☐ Other _____

Family name	Previous family name	*(see note 1)*
Given names	Preferred first name	

Date of birth D D / M M / Y Y Y Y   **Gender**   Male   Female   Other

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

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 the unit/s completed at CQUniversity.

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

☐ Pre - 2021   ☐ Professional Pathway Course   ☐ Other Commonwealth supported student

Fees Office signature [_____]   **Home Institutional stamp** [_____]

Date [D D / M M / Y Y]

5. STATISTICAL INFORMATION

This information is required by the Australian Government. The information must be completed correctly to ensure that your enrolment is processed.

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. confirmation 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? [_____]

Education level of your parent/s or guardian/s

These questions are about the highest level of education completed by your parent/s or guardian/s.

Please answer about the people (up to two) who, during all (or most) of your school years, were your parent/s or guardian/s. If you have more than two, answer about those your have spent the most time with.

Parent/Guardian 1	Parent/Guardian 2
☐ Male ☐ Female ☐ No parent/guardian ☐ X	☐ Male ☐ Female ☐ No parent/guardian ☐ X
What is the highest level of education **COMPLETED** by your parent/guardian 1? (Tick one)	What is the highest level of education **COMPLETED** by your parent/guardian 1? (Tick one)
☐ Postgraduate qualification (eg. graduate diploma, masters degree, PhD)	☐ Postgraduate qualification (eg. graduate diploma, masters degree, PhD)
☐ Bachelor degree	☐ Bachelor degree
☐ Other post-school qualification (eg associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)	☐ Other post-school qualification (eg. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
☐ Completed Year 12 schooling*	☐ Completed Year 12 schooling*
☐ Completed Year 10 schooling* continued at school, but didn't complete Year 12 schooling	☐ Completed Year 10 schooling* continued at school, but didn't complete Year 12 schooling
☐ Completed Year 10 schooling*	☐ Completed Year 10 schooling*
☐ Didn't complete Year 10 schooling (includes completed primary schooling only, or did not go to school)	☐ Didn't complete Year 10 schooling (includes completed primary schooling only, or did not go to school)
☐ Don't know	☐ Don't know
*or equivalent	*or equivalent

POST-SECONDARY EDUCATION

What is the highest level of education that you have completed?

Year completed

Enter the title of your completed qualification.

Enter the name of the institution that you completed your qualification with.

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).

(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 AND LATE APPLICATIONS

Applications close on Monday two weeks prior to the commencement of the term for which you are applying – please refer to the Academic Calendar of Key Dates located at **www.cqu.edu.au/handbook**.

Please note that a cross-institutional enrolment application is valid for one academic year only. Students wishing to continue cross-institutional study at CQUniversity in years subsequent to the year of original enrolment, must submit a new application for enrolment and approval letter by the relevant closing date. Students wishing to add units or change previously approved units during their year of cross-institutional study, need only submit further written approval from their home institution to the National Admissions Team via apps@cqu.edu.au.

Late applications will be considered on a case by case basis. Please check with Frontline Student Services on 13 27 86 for final dates. CQUniversity reserves the right to accept applications received after the advertised closing dates.

8. INFORMED CONSENT (see Note 3) AND DECLARATION

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 (CHESSN);
- CQUniversity will disclose this information to Department of Employment, Small Business and Training (DESBT) for those purposes;
- DESBT will store the information securely in the Higher Education Information Management System;
- DESBT may disclose the information to the Australian Taxation Office (ATO); and
- CQUniversity and DESBT will not otherwise disclose the information without my consent unless required or authorised by law.

Applicant's signature _____ Date ☐☐ / ☐☐ / ☐☐

(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 the Commonwealth Government or other government agencies to whom the information must be provided under Australian law.

Applicant's signature _____ Date ☐☐ / ☐☐ / ☐☐

9. CHECKLIST

- ☐ Completed **ALL** sections of the application form including Section 4
- ☐ Signed the Declarations
- ☐ Attached your approval letter
- ☐ Attached **certified** confirmation of name change (if applicable)
- ☐ Email application: apps@cqu.edu.au

10. 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. Unit enrolment

In CQUniversity terminology, a 'unit' is a subject or unit of study. You will only be considered for enrolment in units for which you have provided the correct approval from your home university. You are responsible for determining if you meet prerequisites for your selected unit/s. Please check availability and prerequisites in the CQUniversity Handbook at **www.cqu.edu.au/handbook**.

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

If you wish to cancel your enrolment, you must email the National Admissions Team via **apps@cqu.edu.au** (from your student email account) before the last date to withdraw for the term (census date) as stated in the Academic Calendar of Keys Dates in the CQUniversity Handbook at **www.cqu.edu.au/handbook**.

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 DESBT 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:

- assistance using the Commonwealth Higher Education Loan Program (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 at **www.studyassist.gov.au**.

IMPORTANT PRIVACY INFORMATION: Personal information is collected, used and stored by CQUniversity to facilitate your studies and related activities. Commonwealth and state departments require certain information about student details and activities to be reported or disclosed by the University. Any other provision of your information will only be as authorised by you or required by law and in accordance with the Information Privacy Act 2009 Qld and the University's Information Privacy Policy and Procedure.