APPLICATION FOR ENROLMENT

SINGLE NON-AWARD

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

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

CQUniversity AUSTRALIA

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 details for the unit/s you wish to undertake (See note 2).

Unit code	Mode On-campus/Online	Unit name	Term 1/Term 2/Term 3 (see note 2)

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 handbook.cqu.edu.au for availability.

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 letter of employment, 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. Resumes are not sufficient and are not accepted. **To be admitted, an applicant must show that they satisfy entry and prerequisite requirements for admission to the course from which the unit/s are drawn. Certification may be obtained from a Justice of the Peace or a Commissioner for Declarations.**

PERSONAL DETAILS

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

Family name | Previous family name

Given names | Preferred first name

Date of birth D D / M M / Y Y Y Y

Gender ☐ Male/man ☐ Female/woman ☐ Non-binary ☐ Different term ☐ Prefer not to answer

Home address			
		State	Postcode
Mailing address (if different)			
		State	Postcode
Telephone	Day	After hours	Mobile
Email address			

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

What is your Unique Student Identifier number (USI)? ☐☐☐☐☐☐☐☐☐☐

The Australian Government requires that all students studying an accredited course, obtain a USI (Unique Student Identifier). A USI provides you with an online record of all of your nationally recognised training. You can register for your USI by visiting usi.gov.au and follow the link to create your USI—this should only take a few minutes.

For help creating a USI, remembering your USI or updating your contact details, visit the USI Help Centre.

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

ADDITIONAL DETAILS

Are you a current CQUniversity employee? ☐ Yes ☐ No

If YES, please provide your CQUniversity employee number, if known. ☐☐☐☐☐☐

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).

☐ Australian citizen ☐ New Zealand citizen ☐ Permanent resident of Australia

☐ Permanent Humanitarian Visa holder ☐ Pacific Engagement Visa holder

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 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.

Education level of your parents or guardians

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

☐ Male/man ☐ Female/woman ☐ Non-binary
☐ Different term ☐ Prefer not to answer

What is the highest level of education COMPLETED by your parent/guadian 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 or equivalent.
☐ Completed Year 10 schooling or equivalent, continued at school, but didn't complete primary schooling only, or did not go to school).
☐ Don't know.

Parent/Guardian 2

☐ Male/man ☐ Female/woman ☐ Non-binary
☐ Different term ☐ Prefer not to answer

What is the highest level of education COMPLETED by your parent/guadian 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 or equivalent.
☐ Completed Year 10 schooling or equivalent, continued at school, but didn't complete primary schooling only, or did not go to school).
☐ Don't know.

SUPPORT SERVICES

Are you living with a disability? ☐ Yes ☐ No

Do you require support for your disability? ☐ Yes ☐ No

Do you have a carer for your disability? ☐ Yes ☐ No

Please select your disability

☐ Hard of hearing/deaf/Deaf ☐ Specific Learning Disability ☐ Mobility
☐ Medical condition ☐ Other disability ☐ Low Vision/Blind
☐ Acquired Brain Injury ☐ Intellectual disability ☐ Neurological condition
☐ Mental health condition ☐ Not specified ☐ Physical disability

DECLARATION

(You must sign this declaration by using a digital or hand written signature, 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 supporting documentation 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 for the collection, storage, use and disclosure of my personal information in accordance with the CQUniversity Privacy Policy and Procedure.

Applicant's signature _____ **Date** D D / M M / Y Y Y Y

CLOSING DATES

Applications close on Monday, two weeks prior to the commencement of the term for which you are applying. Please refer to Important Application Dates for further information. CQUniversity reserves the right to decline applications received after the advertised closing date.

Please note that a Single Non-Award Application for Enrolment is valid for one academic year only. Students wishing to continue their enrolment at CQUniversity in subsequent years, must submit a new application by the relevant closing date.

IMPORTANT INFORMATION

1. Important privacy information

Personal information is collected, stored, used and disclosed 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 provisions of your information will only be authorised by you or required by law and in accordance with the Information Privacy Act 2009 Qld and the University's Privacy Policy and Procedure.

2. Unit enrolment

In CQUniversity terminology, a 'unit' is a subject or unit of study. Please check unit, term and campus availability in the CQUniversity Handbook at handbook.cqu.edu.au before entering your selection. If accepted, you are enrolled BY THE UNIVERSITY. Students are required to pay FULL FEES by the term census date. Tuition fee information is available here: cqu.edu.au/study/course-fees/understanding-coursefees. 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 Census date for the term of the enrolment (see Academic Calendar of Key Dates at handbook.cqu.edu.au), you will be liable for the full fees incurred. To cancel your enrolment you will need to email this request to the National Admissions Team using email: apps@cqu.edu.au.

3. 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).

CHECKLIST

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

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