

# 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 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 1)

Unit code	Mode On-campus/Online	Unit name	Term1/Term 2/Term 3 (See note 1)

**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](http://www.cqu.edu.au/handbook) for availability.

### 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 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.**

### 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

**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 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 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 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

## 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 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 to provide details of my enrolment to Department of Youth Justice, Employment, Small Business and Training or other government agencies to whom the information must be provided under Australian law.

Applicant's signature

Date

  /   /  

## 7. CLOSING DATES

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 at [www.cqu.edu.au/handbook](http://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 subsequent years, must submit a new application by the relevant closing date.**

## 8. LATE APPLICATIONS

Late applications will be processed on a case-by-case basis. Please check with Frontline Student Services 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. 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 [www.cqu.edu.au/handbook](http://www.cqu.edu.au/handbook) 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: [www.cqu.edu.au/study/course-fees/understanding-course-fees](http://www.cqu.edu.au/study/course-fees/understanding-course-fees). 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 [www.cqu.edu.au/handbook](http://www.cqu.edu.au/handbook)), 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](mailto: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** supporting documentation, as required
- Attached **certified** name change documentation (if applicable)
- Email application: [apps@cqu.edu.au](mailto:apps@cqu.edu.au)

(where possible please use your CQUniversity email account to submit your application).