



University of Ballarat Higher Education
PO Box 663 Ballarat VIC 3353 Australia

2011 Non-Award / Single Subject Enrolment Form

<input type="text"/>	<input checked="" type="checkbox"/>
Application Number	Non Award
or <input type="text"/>	
Partner Provider Application Number	
<input type="text"/>	<input type="text" value="0"/>
University of Ballarat Student ID Number	Year Level
<input type="text"/>	<input type="text"/>
Program Code	Home Program Code <small>(The program where this course comes from.)</small>

A non-award enrolment applies to a student who seeks to enrol for one **or** more courses within an academic year for professional development or personal interest. A non-award program of study is a program which does not lead to an award but which is comprised of a course or courses of study from an award course at the institution, which may be counted as credit toward an award program at the institution. All sections **must** be completed.

At which provider will you be studying this year? University of Ballarat Mt Helen Campus Camp St Campus Horsham Campus SMB Campus

Other Please specify > Provider

Provider Location Provider Location Code

Have you ever been enrolled as a Higher Education student at this institution? Yes YES No NO (University of Ballarat, Ballarat University College or Ballarat College of Advanced Education).

If yes, under what name did you previously enrol? Title First Name

Family Name

What was your Student ID Number? (if known) Last year of attendance?

Personal Details: Title First Name

Other Names

Family Name

Date of Birth / / Gender Male Female Are you an International Student studying in Australia? YES NO

In which country were you born? Australia Overseas Name of Country

Are you of Aboriginal or Torres Strait Islander descent? No NO Yes, of Aboriginal descent Yes, of Torres Strait Islander descent Yes, of both Aboriginal and Torres Strait Islander descent

Permanent Home Address: (including permanent overseas home address if applicable)

Address International Home Telephone 0011 + Country Code

Suburb/Town/City

Country State Post Code

Home eMail

Contact Details: During Semester and Lecture Breaks

Preferred contact number Australian Home Telephone ()

Other Telephone ()

Australian Mobile

Residential Address

Suburb/Town/City

Country State Post Code

Aust. eMail

Mailing Address: the address at which all communications from the University will be mailed.

Suburb/Town/City

Country State Post Code

Distribution List: Student Administration School Finance

Emergency Contact: (including permanent overseas home address if applicable)

Name

Relationship

Mailing Address

Suburb/Town/City

Country State Post Code

Australian Home Telephone () Australian Mobile

International Home Telephone 0011 + ^{Country}Code ()

Do you have a disability, impairment or long-term medical condition that may affect your studies?

Yes YES No NO

If no, please continue to the next question.

If yes, please indicate the area/s of impairment.

Hearing Mobility

Vision Learning

Medical Other }

If yes, would you like to receive advice on the support services, equipment and facilities that may assist you?

Yes YES No NO

If you were born overseas, what year did you first arrive in Australia?

What is your Citizenship and/or Residence status?

Australian Citizen } *If you were born outside Australia and have gained Australian Citizenship, you must supply supporting documentation with this enrolment form.* Attached YES

New Zealand Citizen

Other Status

Temporary Entry Permit (Student Visa) Visa Subclass

Holder of a Permanent Humanitarian Visa Visa Subclass } Date Permanent Residency Granted / /

Holder of a Permanent Resident Visa Visa Subclass } *If you have indicated that you are a Permanent Resident you must attach a copy of your Visa to this enrolment form.* Attached YES
(excluding Permanent Humanitarian Visa)

Do you speak a language other than English at your permanent home address?

Yes YES No NO

If yes, what is the main non-English language spoken?

Program Code Year Level **0** Academic Career Non-Award YES

Program Name

Academic Plan Code • • **N S M** Semester Start Date / /

Application Centre University of Ballarat Other (please specify)

Admit Type Domestic International

Mode of Attendance Internal Other (please specify)

Will your employer be paying fees associated with your course/s of study?

Yes YES No NO

Contact Name

Address for Invoice

Suburb/Town/City

Country State Post Code

Telephone () ABN

You will be required to provide a purchase order requisition or a letter from your employer to authorise the invoice. Attached YES

What is your highest education level participation, prior to commencing this course?

A. Higher Education Postgraduate Degree course of any type

Completed Not Completed Last year of enrolment / /

B. Higher Education Bachelor Degree Course

Completed Not Completed Last year of enrolment / /

C. Higher Education Sub-Degree Course
(Associate Degree, Advanced Diploma, Diploma)

Completed Not Completed Last year of enrolment / /

D. TAFE qualification

Institute at which course undertaken

Name of course undertaken

Completed Not Completed Last year of enrolment / /

Will you be seeking Credit Transfer for this course? Yes YES No NO Are you being admitted on the basis of this course? Yes YES No NO

VET Sub-Degree Program YES

Associate Degree, Advanced Diploma or Diploma at a TAFE College or other Vocational Education and Training (VET) Provider

VET Award Program YES

Award Program (other than an Associate Degree, Advanced Diploma or Diploma Program) TAFE or other Vocational Education and Training (VET) provider

TAFE Secondary Program YES

Final year of secondary education at a TAFE college, technical college, evening school, evening college, CAE, Institute of advanced education or institute of tertiary education.

E. Secondary school

Last secondary school attended

Completed Not Completed Last day of attendance / /

F. Other qualifications or certificate of attainment or competence

Completed Not Completed Last year of enrolment / /

G. No prior educational attainment

Basis for admission to this program: *Please tick the appropriate response.*

- 31 A higher education course (Australian or overseas equivalent; complete or incomplete) based on responses **A**, **B** or **C** (see above)
- 32 Mature age special entry provisions
- 33 Secondary education undertaken at school, VET or other Higher Education Provider (Australian or overseas equivalent) based on response **E** (see above).
- 34 A VET award course other than a secondary education course (Australian or overseas equivalent; complete or incomplete) based on response **D** (see above).
- 37 A professional qualification
- 29 Other

Education level of your parents or guardians *These questions are about the highest level of education completed by your parents or guardians.*

The Australian Government Department of Employment, Education and Workplace Relations (DEEWR) requires this information to be collected for statistical purposes. It will not be used by the University of Ballarat in the assessment of your application for admission. Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent/Guardian 1

Male Female No Parent/Guardian

What is the highest level of education completed by parent/guardian 1?

- Postgraduate qualification (eg. graduate diploma, masters degree, PhD)
- Bachelor degree
- Other post-school qualification (e.g. 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*
- Don't know

** or equivalent*

Parent/Guardian 2

Male Female No Parent/Guardian

What is the highest level of education completed by parent/guardian 2?

- Postgraduate qualification (eg. graduate diploma, masters degree, PhD)
- Bachelor degree
- Other post-school qualification (e.g. 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*
- Don't know

** or equivalent*

What is your payment option? Please indicate *one* payment option below

Fee paying non-overseas student

- 301 a domestic student enrolled in a non-award course (other than an enabling course)

Undergraduate Non-Award Fees

In the case where the course undertaken as non-award forms part of an undergraduate program of study, the non-award fee for that course will be the undergraduate domestic tuition fee for that program by the EFTSL of the course undertaken.

Postgraduate Non-Award Fees

In the case where the course undertaken as non-award forms part of a postgraduate program of study, the non-award fee for that course will be the postgraduate domestic tuition fee for that program by the EFTSL of the course undertaken.

Note: If a non-award course of study undertaken does not form part of an undergraduate or postgraduate fee-paying program of study, then the non-award fee will be the applicable student contribution amount per course.

Fee-paying overseas students

- 310 a fee-paying overseas student who is NOT sponsored under a foreign aid program, and including students with these awards:
 - > IPRS (International Postgraduate Research Scheme);
 - > SOPF (Special Overseas Postgraduate Fund);
 - > Australian-european Awards Program; and
 - > The Commonwealth Scholarship and Fellowship Plan

HECS-liable students (Cross Institutional study only)

- 201 deferred all or part of student contribution through HECS-HELP (Australian Citizen or holder of a Permanent Humanitarian Visa)
- 202 paid the full student contribution up-front with HECS-HELP discount (Australian Citizen or holder of a Permanent Humanitarian Visa)
- 203 paid the full student contribution up-front without HECS-HELP discount (New Zealand Citizen or holder of a Permanent Visa)

FEE-HELP eligible students (Cross Institutional study only)

- 230 deferred all or part of Award or Enabling course tuition fee through FEE-HELP

Are you an overseas student who is sponsored?

Yes YES No NO

If no, please continue to the next question.

If yes, please indicate:

AusAID: the Australian Government's Overseas Aid Program

IPRS: Endeavour International Postgraduate Research Scholarship

Other

Have you been allocated a partial or full School scholarship?

Yes YES No NO

Commonwealth supported students. (Cross Institutional Study only) (If applicable)

Are you a pre-2008 student? Yes YES No NO

For eligibility, please refer to the 'Information for Commonwealth supported 2011 HECS-HELP' Booklet or visit www.gotouni.gov.au

If you are eligible to be a pre-2008 student, you must also complete an 'Application to be considered a pre-2008 student' form.

This form is available from Student Administration. If your previous study was at another University, evidence of enrolment is also required.

Attached YES

Semester 1, 2010 Term Code = 1005, Mon 1 March – Fri 25 June

(Students enrolling through education provider other than University of Ballarat campuses **must** check with their education provider for their Semester 1 start and end dates).

Entered into mySC

Course Code <input type="text"/>	<input type="text"/>	Lecture or Seminar Class No. Code (Must complete) <input type="text"/>	Tutorial Class Number Code (If applicable) <input type="text"/>	Laboratory Class Number Code (If applicable) <input type="text"/>	<input type="radio"/>
Course Name <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Code <input type="text"/>	<input type="text"/>	Lecture Class Code <input type="text"/>	Tutorial Class Code <input type="text"/>	Laboratory Class Code <input type="text"/>	<input type="radio"/>
Course Name <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Code <input type="text"/>	<input type="text"/>	Lecture Class Code <input type="text"/>	Tutorial Class Code <input type="text"/>	Laboratory Class Code <input type="text"/>	<input type="radio"/>
Course Name <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Code <input type="text"/>	<input type="text"/>	Lecture Class Code <input type="text"/>	Tutorial Class Code <input type="text"/>	Laboratory Class Code <input type="text"/>	<input type="radio"/>
Course Name <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Code <input type="text"/>	<input type="text"/>	Lecture Class Code <input type="text"/>	Tutorial Class Code <input type="text"/>	Laboratory Class Code <input type="text"/>	<input type="radio"/>
Course Name <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course Code <input type="text"/>	<input type="text"/>	Lecture Class Code <input type="text"/>	Tutorial Class Code <input type="text"/>	Laboratory Class Code <input type="text"/>	<input type="radio"/>
Course Name <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>

Semester 2, 2011

(Students enrolling through education provider other than University of Ballarat campuses **must** check with their education provider for their Semester 2 start and end dates).

Entered
into mySC

Course Code	<input type="text"/>	<input type="text"/>	Lecture or Seminar Class No. Code (Must complete)	<input type="text"/>	Tutorial Class Number Code (If applicable)	<input type="text"/>	Laboratory Class Number Code (If applicable)	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>								
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>								
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>								
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>								
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>								
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>								
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>								

Non-standard Semester 2011

Entered
into mySC

Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture or Seminar Class No. Code (Must complete)	<input type="text"/>	Tutorial Class Number Code (If applicable)	<input type="text"/>	Laboratory Class Number Code (If applicable)	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>										
Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>										
Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>										
Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>										
Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>										

Semester Census Dates 2011: Students enrolling through education provider other than University of Ballarat campuses **must** check with their education provider for relevant census (withdrawal) dates.

Late Summer:
20 January
(1102)

Semester 1:
31 March
(1105)

Winter:
31 May
(1115)

Semester 2:
31 August
(1120)

Spring:
15 October
(1125)

Summer:
9 December
(1127)

Privacy: The information being sought in this form is collected for the purposes of processing and maintaining your enrolment or status as a student (including on approved leave) so that you can access the facilities and services supplied by or available to you at the University.

The information will be held by the University of Ballarat in accordance with the University's *Information Privacy Policy* and may be accessed and used by people employed or engaged by the University in the delivery of services to you.

The information may be made available to Commonwealth and State agencies pursuant to the University's obligations under law including to the ESOS Assurance Fund established under the *Education Services for Overseas Students (ESOS) Act 2000* and the National Code.

In addition, the information may be used or disclosed to other organisations outside the University where permitted by relevant Privacy legislation and in accordance with the University's *Information Privacy Policy*.

The provision of this information is voluntary, but if this information is not provided, the University may be unable to process your enrolment and provide you with a service or access to facilities.

You have a right of access to, and correction of, your personal information in accordance with Privacy legislation and the University's *Information Privacy Policy*. Please direct any enquiries you may have in relation to this matter to the University's Privacy Officer telephone +61 3 5327 9506 or visit <http://www.ballarat.edu.au/vco/legal/Privacy/index.shtml>

Declaration: I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by the University of Ballarat ("University") of any place which may be offered. I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that I am bound by the statutes and regulations of the University and I agree to pay all fees charged directly to me arising from this enrolment. I acknowledge that the University may correspond with me via official University noticeboards or to my nominated mailing address or to my University email account. I acknowledge that if I wish to have my photograph withheld from use by the University that I will contact the University in writing requesting the removal of my photograph.

I consent to use and disclosure of the information provided by me in this form for the purposes and in the circumstances described above.

Commonwealth supported students only: I have accessed my Student Learning Entitlement (SLE) and believe I have adequate SLE to cover the EFTSL value of courses listed on this enrolment form.

Australian Citizens born overseas: I have attached a copy of my passport or Australian Citizenship Certificate

International students studying in Australia: I have attached a copy of my passport and visa.

Cross Institutional students only: I have completed and attached and Application for Cross-Institutional Study Inbound form and relevant evidence.

Student Signature

Date / /

Partner Provider (PP) Approval: *If applicable.*

International students studying in Australia only:

Emergency Contact entered YES

Passport copy attached YES

Passport details entered (if applicable) YES

Prior Education entered YES

Visa copy attached YES

Visa details entered (if applicable) YES

Offer Letter attached YES

Enrolment NSI added (if applicable) YES

Enrolment is approved for courses.

Acceptance Agreement attached YES

COE attached YES

I hereby confirm that the program name, program code and course details listed on this form are correct.

All details on this form have been entered into my Student Centre: Yes YES No NO School to process

PP Program Coordinator Name

Entered by:

PP Program Coord. Signature

Date / /

Date / /

Copy on file at PP. Form must be sent **directly** to Student Fees, Mt Helen Campus for processing fees. **Do not** send to the School.

University of Ballarat School Approval:

Type of place:

International students studying in Australia only:

CSP YES

Passport copy attached YES

CSP exempt YES

Visa copy attached YES

CSP non-exempt YES

Offer Letter attached YES

Enrolment is approved for courses.

Fee-paying domestic YES

Acceptance Agreement attached YES

I hereby confirm that the program name, program code and course details listed on this form are correct.

Fee-paying international YES

COE attached YES

Program Coordinator Name

Program Coord. Signature

Date / /

Copy on file at School. Form **must** be sent to Student Administration, Mt Helen Campus for processing in mySC.

Student Administration – Mt Helen (Office Use)

Emergency Contact entered YES

Prior Education entered YES

mySC Updated (Please tick) YES

Entered by:

Date / /

Passport details entered (if applicable) YES

ID card printed by:

Date / /

Visa details entered (if applicable) YES

Form **must** be sent Student Fees, Mt Helen Campus, for processing fees.

Enrolment NSI added (if applicable) YES

Finance (Office Use)

Receipt No.:

Amount paid:

Date / /

Fees Posted YES

Entered by:

Date / /

If student is studying at an on-shore Partner Provider, form must be sent **directly to School** for approval.
If student is studying at a UB Campus, form must be **returned** to Student Administration, Mt Helen Campus, for filing.