# Application for Admission – Single Subject andCross-Institutional Students

This application is for students wishing to enrol in University of Divinity (UD) units without enrolment in a specific UD course. The application is to be completed in accordance with the [Guide to Completing and Submitting Enrolment Forms](http://www.divinity.edu.au/documents/guide-completing-enrolment-forms/). Submit your application at least two weeks before your intended semester start date. Late applications may not be accepted. Once your application is received it is checked to ensure that all relevant documents are provided. An incomplete application will delay processing. See your College website for enrolment closing dates.

## Personal information

| Personal details |
| --- |
| Title |       | Name suffix (if applicable) |       |
| Family name |       | Previous family name |       |
| Given name/s |       | Preferred given name |       |
| Have you previously been a University of Divinity or MCD student or applicant? | [ ]  | Yes | College |       |
| [ ]  | No |
| Postal address (Correspondence will be sent to this address) |
| Address line 1 |       |
| Address line 2 |       |
| Town/Suburb |       | Postcode |       |
| State |       | Country |       |
| Residential address (If different from postal address) |
| Address line 1 |       |
| Address line 2 |       |
| Town/Suburb |       | Postcode |       |
| State |       | Country |       |
| Contact details |
| Home phone |       | Day phone |       |
| Mobile |       |
| **Email** *(\*\*required)* |       |
| Additional personal details |
| Date of birth |       (dd/mm/yyyy) |
| Gender | [ ]  | Male | [ ]  | Female | [ ]  | Transgender/Intersex/Other |
| Occupation (optional) |       |
| Denomination (optional) |       |
| Diocese/Congregation (optional) |       |
| Feedback |
| How did you hear about us? |       |
| Emergency contact |
| Full name |       | Relationship to you |       |
| Day phone |       | Mobile |       |

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| --- | --- | --- | --- | --- |
| ***Office use only*** | UD ID |       | College ID |     |

## Course and College

| **Program of study -** *Mark one course only* | Mode of Study | Online | [ ]  Y [ ]  N |
| --- | --- | --- | --- |
| [ ]  | Single Subject Undergraduate | Not available to overseas students studying in Australia on student visas. FEE-HELP is **not** available. |
| [ ]  | Single Subject Postgraduate |
| [ ]  | Cross-institutional UG Diploma (XDipTheol) | FEE-HELP is available; you must provide documentation confirming your studies with the institution at which you are taking your course. |
| [ ]  | Cross-institutional UG Bachelor (XBTheol) |
| [ ]  | Cross-institutional PG (XGradDipTheol)  |

The College is your primary learning community and provides you with course advice and support services throughout your studies.

| **Home College** |
| --- |
| [ ]  | Australian Lutheran College (ALC) | [ ]  | St Athanasius College (SAC) |
| [ ]  | Catholic Theological College (CTC) | [ ]  | Stirling Theological College (STC) |
| [x]  | Eva Burrows College (EBC) | [ ]  | Trinity College Theological School (TRI) |
| [ ]  | Jesuit College of Spirituality (JCS) | [ ]  | Whitley College (WHT) |
| [ ]  | Morling College (MOR) | [ ]  | Yarra Theological Union (YTU) |
| [ ]  | Pilgrim Theological College (PIL) |

## Previous education

NB: Evidence must be supplied for all qualifications claimed. Provide **certified copies** of all official results of units/subjects taken, including grades and percentages. Transcripts are not required for University of Divinity/MCD results.

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| **Secondary school education** |
| Highest secondary schooling level attained |       | Year completed(yyyy) |      |
| Name of institution |       | Town/suburb |       |
| State |       | Country |       |
| Did you complete secondary school Year 12 in the last 12 months? | [ ]  | Yes | [ ]  | No |
| If yes, what was the postcode of your permanent home residence while studying Year 12? |       |
| Language in which secondary schooling was studied |       |
| Transcript provided? | [ ]  | Yes | [ ]  | No |
| **Tertiary education** |
| List in chronological order. |
| Qualification name | Name of institution | Country | Year completed (yyyy) | Language | Transcript provided? |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |

## English language proficiency

Applicants must meet the University’s English language course prerequisites (see [Admissions Policy](http://www.divinity.edu.au/documents/admissions-policy/) (including English Language Proficiency Requirements).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is English your first language? | [ ]  | Yes | [ ]  | No |
| Applicants whose first language is not English, please complete the following section. |
| Have you already studied in English? | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No |
| Have you taken an English language proficiency test? | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No | [ ]  | I intend to take an English proficiency test in Australia (proof of enrolment attached) |

## Australian Government Information

The Commonwealth Government requires this information from all students.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you of Australian Aboriginal descent? | [ ]  | Yes | [ ]  | No |
| Are you of Torres Strait Islander descent? | [ ]  | Yes | [ ]  | No |
| In what country are you living this semester? | [ ]  | Australia | Postcode: |      |
| [ ]  | Other: |       |
| Country in which you were born |       | If not born in Australia, year of arrival |      |
| Language/s spoken at your permanent residence |       |
| What is your citizenship or residency status this semester? | [ ]  | \*Australian citizen | \*Eligible for FEE-HELP |
| [ ]  | \*Permanent humanitarian visa holder |
| [ ]  | New Zealand citizen |
| [ ]  | Australian permanent resident |
| [ ]  | Current overseas visa holder |
| [ ]  | Living overseas and not a citizen of Australia |
| If not Australian, what is your current nationality? |       |
| Education level of your parents or guardians |
| What is the highest level of education completed by your parents or guardians?  |
| Please answer about the people (up to two) who, during all or most of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.  |
| **Parent/guardian 1** | [ ]  | Female | [ ]  | Male | **Parent/guardian 2** | [ ]  | Female | [ ]  | Male |
| [ ]  | Postgraduate (e.g. masters, PhD) | [ ]  | Postgraduate (e.g. masters, PhD) |
| [ ]  | Bachelor degree  | [ ]  | Bachelor degree  |
| [ ]  | Other post-school qualification (e.g. VET/TAFE)  | [ ]  | Other post-school qualification (e.g. VET/TAFE) |
| [ ]  | Completed Year 12 schooling or equivalent | [ ]  | Completed Year 12 schooling or equivalent |
| [ ]  | Did not complete Year 12 schooling or equivalent  | [ ]  | Did not complete Year 12 schooling or equivalent  |
| [ ]  | Completed Year 10 schooling or equivalent | [ ]  | Completed Year 10 schooling or equivalent |
| [ ]  | Did not complete Year 10 schooling or equivalent | [ ]  | Did not complete Year 10 schooling or equivalent |
| [ ]  | Don’t know | [ ]  | Don’t know |

## Medical/disability needs

If you have a disability or medical condition which means that you may require additional help during your study, it is important to provide the following information. This information will be kept confidential and will not affect your admission to the University.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a disability, impairment and/or long term health condition that may affect your studies? | [ ]  | Yes | [ ]  | No |
| If you answered ‘Yes’ to the above question, please indicate the type/s of disability |
| [ ]  | Hearing | [ ]  | Learning | [ ]  | Mobility | [ ]  | Vision |
| [ ]  | Medical | [ ]  | Other: |       |
| Would you like to receive information on medical/disability support services, equipment or facilities available that may assist you? | [ ]  | Yes | [ ]  | No |

## Proposed program of study

Complete this section with your Course Advisor.

|  |
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| Course dates, study load and attendance |
| Course commencement date |       (dd/mm/yyyy) | Course expected end date |       (dd/mm/yyyy) |
| Study load | [ ]  | Full-time | [ ]  | Part-time |
| Contact mode | [ ]  | Attending (on campus) | [ ]  | Online | [ ]  | MultiMode |

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| Unit selection |
| Please select units for the whole of this academic year. Selections can be changed later, before the relevant unit census date, using the Unit of study amendment form. |
| **Unit code** | **Unit name** | **College teaching the unit** | **Study mode**  | **Office use only** |
| **Pre-semester 1 intensives**  |
|       |       |  |  |       |
|       |       |  |  |       |
| **Semester 1 units (S1)** |
|       |       |  |  |       |
|       |       |  |  |       |
| **Mid-year intensives** |
|       |       |  |  |       |
|       |       |  |  |       |
| **Semester 2 units (S2)** |
|       |       |  |  |       |
|       |       |  |  |       |
| **Other intensives** |
|       |       |  |  |       |
|       |       |  |  |       |

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| Minor Thesis and Supervised Reading Unit enrolment |
| Have you enrolled in a 16,000-word Minor Thesis? | [ ]  | Yes | [ ]  | No |
| Have you enrolled in a Supervised Reading Unit? | [ ]  | Yes | [ ]  | No |
| If yes to either of the above: | What is the area/discipline of your thesis? |       |
| Who is your proposed supervisor? |       |
| Have you contacted your proposed supervisor? | [ ]  | Yes | [ ]  | No |
| Have you completed and included a 16,000-word Minor Thesis Approval Form or Supervised Reading Unit Form? | [ ]  | Yes | [ ]  | No |
| Please direct all queries regarding a Minor Thesis or Supervised Reading Units (including appropriate paperwork) to your College. Advise your College Course Advisor/Registrar **and** College Research Coordinator of any changes regarding your Minor Thesis. Advise your College Course Advisor/Registrar of any changes regarding your Supervised Reading Unit. |

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| **Cross-institutional study** |
| Are you applying to undertake any units as a cross-institutional student? | [ ]  | Yes | [ ]  | No |
| If yes, please fill in the following section for cross-institutional students and include an appropriate letter. |
| Home institution  |       |
| Current course of study at home institution |       |
| [ ]  | I include a letter or form from my home institution indicating that these UD units are approved for credit towards the above mentioned course. |

## Tuition fees

Please insert your full name as it appears on official documentation and your UD student ID if known.

|  |  |  |  |
| --- | --- | --- | --- |
| Family name  |       | Given name/s |       |
| UD College |  | UD student ID  |       |
| Course  |       |

### 2020 tuition fees

Refer to [www.divinity.edu.au/study/fees/](http://www.divinity.edu.au/study/fees/) for full details of tuition fees and fees for other services. All tuition fees are to be paid prior to the commencement of the unit. Please note that tuition fees will vary from year to year.

### FEE-HELP

Australian citizens and holders of a permanent humanitarian visa are able to defer the payment of fees through the FEE-HELP Loan Scheme, with repayment through the taxation system once your repayment income is above the compulsory repayment threshold. When your enrolment has been entered into the University of Divinity student system, the Government will email you with directions to apply online for FEE-HELP. This may take several days. See [www.studyassist.gov.au](http://www.studyassist.gov.au/). Students should be aware of the lifetime limit on HELP debt. Students are responsible for ensuring they do not exceed their limit.

### Upfront payment

Payment for all current semester units must be included. For fees due for the remainder of the year, payment is required prior to the commencement of the unit/s. **Students with unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol.** Tax invoices may be downloaded from the University of Divinity database at the end of each semester.

### Method of payment

How will you pay your tuition fees?

|  |  |
| --- | --- |
| [ ]  | **FEE-HELP** |
| [ ]  | I wish to apply for FEE-HELP for this course | *Approved students receive a Government email with a URL to apply online. Students must complete the online application* ***BEFORE*** *they start study.* |
| [ ]  | I am already on FEE-HELP for this course |
| [ ]  | **Upfront payment** |
| [ ]  | **Credit card** authorisation |
| Please charge the following credit card | [ ]  | MasterCard | [ ]  | Visa |
| Card number |      | – |      | – |      | – |      |
| Card expiry date  |    /    *(mm/yy)* | CVC no. |    (last three digits on reverse of credit card) |
| Amount  | $       | Date to deduct from card |    /    /      |
| Name on credit card |       |
| Signature |       |
| [ ]   | **SEMESTER 2** – I authorise payment with the nominated credit card for Semester 2.  |
| Payment will be deducted in the week prior to the future semester/unit commencement date. |
| Signature |       |
| [ ]  | **BPAY payment** (Tuition fees only) |
| When units are entered into the University of Divinity database, your College will send you a ‘Statement of Fees’ which provides the relevant biller code and a unique reference number. **You cannot pay BPAY by credit card.** |
| [ ]  | A **third party/sponsor** is paying for my tuition fees. |
| [ ]  | I include with this application a sponsor statement, letter or other official confirmation from the third party accepting responsibility for payment of my fees. |
| Name of third party/sponsor |       |
| Address of third party/sponsor |       |
| Contact name |       | Contact email |       |
| [ ]  | **Cheque/money order** enclosed | Amount | $       (payable to: University of Divinity) |
| [ ]  | **Mixed FEE-HELP and upfront**  | *This option requires online application for FEE-HELP via the URL sent by the Government (for eligible students applying for FEE-HELP for the first time), relevant upfront payment details on this form, as well as completion of the University’s* [Mixed Payment Form](https://www.divinity.edu.au/documents/mixed-payment-form/) *to provide specific details of the mixed funding arrangement.* |
| [ ]  | **Mixed upfront** | *This option requires relevant upfront payment details on this form, as well as completion of the University’s* [Mixed Payment Form](https://www.divinity.edu.au/documents/mixed-payment-form/) *to provide specific details of the mixed funding arrangement.* |

## Your checklist

Important checklist to avoid delays in processing your application. Tick the boxes when you have completed the necessary steps.

|  |  |
| --- | --- |
| [ ]  | Provided **certified** copies of official academic transcripts of all relevant tertiary courses. |
| [ ]  | My UD home college holds certified copies of my current official transcripts. |
| [ ]  | Provided certified copies of your birth certificate, current passport or other official documents verifying your citizenship status **in your current name**. |
| [ ]  | My UD home college holds certified copies of my current citizenship status **in my current name.** |
| [ ]  | Enclosed **certified copies** of your English language qualifications or details of English language proficiency (If your previous studies do not meet the University’s standard English requirements.) |
| [ ]  | Included **certified proof of residency status** (if you are an Australian Permanent Resident or New Zealand citizen). |
| [ ]  | Completed **payment details** on form.  |
| [ ]  | Included a third party sponsor statement (if applicable). |
| [ ]  | Read and signed the declaration. |
| [ ]  | Made a copy of your application for your records. |

## Terms and Conditions of Enrolment and Declarations

### 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 the University of Divinity to assess your application or re-enrolment. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. Information relating to the studies of seminarians and members of religious orders may also be disclosed to your seminary and/or religious superior.

You have a right to access personal information that the University of Divinity 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 the University of Divinity at enquiries@divinity.edu.au.

### Declaration and signature

|  |  |
| --- | --- |
| [ ]  | I declare that I have read the Application Guide and that the information provided by me is true and correct in every particular. I understand that if I have misrepresented my details in any way, then the University of Divinity may terminate any candidacy offered to me that arises as a result of this application.  |
| [ ]  | I accept responsibility for notifying the University of Divinity office and my College of any change of address or email.  |
| [ ]  | I accept responsibility for ensuring that the tuition fees for all the University of Divinity units and courses in which I enrol are paid on time, or met through FEE-HELP, in which case I agree to receive my Commonwealth Assistance Notice of my FEE-HELP debt for each semester. |
| [ ]  | I agree to abide by the University of Divinity’s *Code of Conduct* published at <https://divinity.edu.au/code-of-conduct/> |
| [ ]  | I agree to abide by the Regulation and Determination for the course for which I am applying, as regulated by the University of Divinity. |
| [ ]  | I consent to receiving information electronically from the University. |
| Applicant’s signature |       | Date |       |
| Type name for electronic submission | (dd/mm/yyyy) |

## Lodging your application

Commence form entry, consult with the College Course Advisor, finalise the form, sign and submit to your College with accompanying documentation.

If you are accepted into the course you will be sent a Welcome Letter with an Enrolment Summary from your College, and an Admission Letter from the University of Divinity. If you are not accepted, you will receive an explanatory letter.

It is your responsibility to contact your College if you do not receive acknowledgement of receipt of application for admission, and/or confirmation of enrolment.

## Course Advisor—checklist and approval

College office use only.

|  |  |
| --- | --- |
| ***Application checklist*** *Course Advisor to complete.*I have checked this student’s application for admission and proposed study program, and confirm that[ ]  certified evidence of previous tertiary qualifications is enclosed/already held[ ]  certified evidence of citizenship status in current name is enclosed/already held [ ]  unit codes and unit names listed on the form are correct [ ]  confirmation from the third party/sponsor accepting responsibility for payment of fees attached (if applicable) [ ]  applicant name, ID and payment method are indicated in Tuition Fees section. Cheque/money order is attached if this is the payment method.***Approval***This applicant:[ ]  meets all criteria for admission [ ]  does not meet the criteria for admission because:

|  |
| --- |
|       |

 |
| Course Advisor |  | Signature |  | Date |  |
| ***College Office Administration***[ ]  Address of third party/sponsor is recorded in Billing Address in Edit Details in TAMS (if applicable)[ ]  Form checked, data is complete and matches evidence[ ]  Data entered in TAMS |
| Name |  | Signature |  | Date |  |