# Reenrolment – Domestic and Overseas Coursework Students

Use this form to enrol for a subsequent year in an ongoing course. Submit only one reenrolment form a year. Only use this form for semester 2 if you were not enrolled during semester 1. After reenrolment, use the [Unit of Study Amendment Form](https://www.divinity.edu.au/documents/unit-amendment-form/) to change your units during the year. Refer to the [Guide to Completing and Submitting Enrolment Forms](http://www.divinity.edu.au/documents/guide-completing-enrolment-forms/). It is recommended that you submit your application a minimum of 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.

## Citizenship details

Required by the Australian Government. All students to tick one box. Visa holders must attach a copy of their current visa if it has changed.

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| --- | --- | --- | --- |
|  | Australian citizen |  | New Zealand citizen |
|  | Australian Permanent Visa holder |  | Overseas student on a student visa |
|  | Holder of a temporary visa other than a student visa |  | Permanent humanitarian visa holder |
|  | Other—please specify (to be completed if you are living overseas, studying online and none of the listed categories are applicable) | |  |
| If not Australian, what is your current nationality? | |  | |

## Personal information

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| --- | --- | --- | --- | --- | --- | --- |
| Personal details | | | | | | |
| This information is required in case any details have changed since your previous enrolment | | | | | | |
| UD student ID |  | | College ID (if applicable) | |  | |
| Title |  | | Name suffix (if applicable) | |  | |
| Family name |  | | Previous family name | |  | |
| Given name/s |  | | Preferred given name | |  | |
| 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 | | | | | | |
| Denomination (optional) | |  | | | | |
| Diocese/Congregation (optional) | |  | | | | |
| Emergency contact | | | | | | |
| Name |  | | | Relationship to you | |  |
| Day phone |  | | | Mobile | |  |

## Course and College

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| **Course of study** | | |
| Mark one course only. If choosing a specialised stream, please state which specialisation you wish to pursue. | | |
| **Course choice** | | **Specialisation** |
|  | Diploma in Theology | n/a |
|  | Advanced Diploma in Philosophy | n/a |
|  | Advanced Diploma in Theology and Ministry | n/a |
|  | Bachelor of Ministry | n/a |
|  | Bachelor of Theology | n/a |
|  | Bachelor of Theology and Bachelor of Ministry | n/a |
|  | Graduate Certificate in Theology | n/a |
|  | Graduate Certificate in … choose from the list🢥 |  |
|  | Graduate Diploma in Theology | n/a |
|  | Graduate Diploma in …choose from the list🢥 |  |
|  | Master of Divinity | n/a |
|  | Master of Theological Studies | n/a |
|  | Master of Theology (Coursework) | n/a |
|  | Master of …choose from the list🢥 |  |

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

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| **Home College** | | | |
|  | Australian Lutheran College (ALC) |  | St Athanasius College (SAC) |
|  | Catholic Theological College (CTC) |  | Stirling Theological College (STC) |
|  | Eva Burrows College (EBC) |  | Trinity College Theological School (TRI) |
|  | Jesuit College of Spirituality (JCS) |  | Whitley College (WHT) |
|  | Pilgrim Theological College (PIL) |  | Yarra Theological Union (YTU) |
| Note: College abbreviations are to be used in unit selection section | | | |

## 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.

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| 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 area/s. | | | | | | | | | | | |
|  | 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 in collaboration with your Course Advisor.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course dates, study load and attendance | | | | | | | |
| 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** | | | | |
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| **Semester 1 units (S1)** | | | | |
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| **Mid-year intensives** | | | | |
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| **Semester 2 units (S2)** | | | | |
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| **Other intensives or full-year units** | | | | |
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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. | | | | | | |

## Tuition fees

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

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |  | Given name/s |  |
| UD College |  | UD 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?

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| Is your method of payment changing? | | | | | | | | | | |  | | Yes | | | | |  | | No | |
|  | **FEE-HELP** | | | | | | | | | | | | | | | | | | | | |
|  | I am already on FEE-HELP for this course | | | | | | | | | | | | | | | | | | | |
|  | 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. | | | | | | | | | | | | | |
|  | **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 | | | | | | | /    / | | | |
| Signature | | | |  | | | | | | | | | | | | | | | |
| Name on credit card | | | |  | | | | | | | | | | | | | | | |
|  | **SEMESTER 2** – I authorise payment with the nominated credit card for Semester 2. | | | | | | | | | | | | | | | | | | |
| Payment is deducted two weeks (overseas students)/one week (domestic students) prior to unit commencement. | | | | | | | | | | | | | | | | | | |
| Signature | |  | | | | | | | | | | | | | | | | |
|  | **BPAY payment** | | | | | | | | | | | | | | | | | | | |
| When units are entered into the University of Divinity database, your College Registrar 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** 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 (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.

|  |  |
| --- | --- |
|  | Completed **payment details** in the **Tuition fees** section |
|  | Included a third party sponsor statement (if applicable) |
|  | Read and signed the declaration |
|  | Made a copy of your reenrolment form 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 reenrolment. 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 reenrolment. 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](mailto: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 understand that the Australian Government requires overseas students on student visas to study full-time, and participate in all classes. | | | |
|  | I accept responsibility for notifying the University of Divinity office and my College of any change of residential address. | | | |
|  | I accept responsibility for ensuring that the tuition fees for all University of Divinity units and courses in which I enrol are paid on time. | | | |
|  | 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. | | | |
| Student’s signature | |  | Date |  |
| Type name for electronic submission | (dd/mm/yyyy) |

## Lodging your reenrolment

Complete, consult, sign and submit to the Course Advisor at your College.

It is your responsibility to contact your College if you do not receive acknowledgement of receipt of this reenrolment form.

## Course Advisor checking and approval

Course Advisor to complete

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Re-enrolment checklist***  I have checked this student’s reenrolment and proposed study program, and confirm that  the course progression is valid—units can be counted towards the student’s course  unit codes and unit names listed on the form are correct  all units are running in the time periods indicated  the student has the correct prerequisites for each proposed unit  statement or official confirmation from the third party/sponsor accepting responsibility for payment of fees attached (if applicable)  student name, ID and payment method are indicated in Tuition Fees section. Cheque/money order is attached if this is the payment method. | | | | | |
| Course Advisor |  | Signature |  | Date | **/**  **/** |
| **College Office Administration**  Address of third party/sponsor is recorded in Billing Address in Edit Details in TAMS *(if applicable)*  If the student is changing from upfront payment to FEE-HELP, ensure an eCAF has been requested  Form checked, data is complete and correct  Data entered in TAMS | | | | | |
| Name |  | Signature |  | Date | **/**  **/** |