# Application for Admission – Overseas Coursework Students

For applicants wishing to enrol in a course at University of Divinity who are foreign citizens and are not Permanent Residents of Australia (except New Zealand citizens). This application is to be completed in accordance with the [Guide to Completing and Submitting Enrolment Forms](http://divinity.edu.au/documents/guide-completing-enrolment-forms/). Overseas student applications must be submitted by **15 November** for admission in Semester 1 of the following year, or **15 April** for admission in Semester 2 of the current year. Late applications will be processed for admission in the following semester. Please ensure that all relevant documents are provided. An incomplete application will delay processing.

## Personal information

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| Personal details | | | | | | | | | | | | | | | | | | |
| Title |  | | | Suffix (if applies) | | | | |  | | Family name | | | | | | |  |
| First given name |  | | | | | | | | | | Other given name/s (middle) | | | | | | |  |
| Preferred name |  | | | | | | | | | | Previous family name | | | | | | |  |
| Unique Student Identifier (USI)[*Refer to Australian Government USI website*](https://www.usi.gov.au/) (\*\*required) | | | | | | | | | | | | | | | | | |  |
| Have you previously been a University of Divinity or MCD student or applicant? | | | | | | | | | | |  | Yes | College | | | | |  |
|  | No | | | | | | |
| Residential address - *Current ‘in semester’ address where you reside or will be residing when undertaking your study. No PO Box.* | | | | | | | | | | | | | | | | | | |
| Address line 1 |  | | | | | | | | | | | | | | | | | |
| Address line 2 |  | | | | | | | | | | Town/Suburb | | | | |  | | |
| State |  | | | | | Postcode |  | | | | Country | | | | |  | | |
| Permanent address – Residential where you permanently reside, i.e., where you come from & not a temporary semester address. Can be the same as above. No PO Box. If your permanent address is the same as ‘in semester’, please indicate by marking this box | | | | | | | | | | | | | | | | | | |
| Address line 1 |  | | | | | | | | | | | | | | | | | |
| Address line 2 |  | | | | | | | | | | Town/Suburb | | | | |  | | |
| State |  | | | | | Postcode |  | | | | Country | | | | |  | | |
| **Postal address** *- Where you would like hardcopy mail sent. Can be a PO Box.*  *If postal address same as either of the above mark the following – same as Residential*  *or same as Permanent* | | | | | | | | | | | | | | | | | | |
| Address line 1 |  | | | | | | | | | | | | | | | | | |
| Address line 2 |  | | | | | | | | | | Town/Suburb | | | | |  | | |
| State |  | | | | | Postcode |  | | | | Country | | | | |  | | |
| Contact details | | | | | | | | | | | | | | | | | | |
| Home phone |  | | | | | | | | | | Day phone | | |  | | | | |
| Mobile |  | | | | | | | | | | | | | | | | | |
| **Email** *(\*\**required*)* |  | | | | | | | | | | | | | | | | | |
| **Additional personal details** | | | | | | | | | | | | | | | | | | |
| Gender | |  | Male | | | | |  | | Female | | | | |  | | Transgender/Intersex/Other | |
| Date of birth | | (*dd/mm/yyyy)* | | | | | | | | Occupation *(optional)* | | | | |  | | | |
| Denomination *(optional)* | | | | |  | | | | | | | | | | | | | |
| Diocese/Congregation *(optional)* | | | | |  | | | | | | | | | | | | | |

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| ***Office Use Only*** | UD ID |  | College ID |  |

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| Feedback | | | | | | | | | |
| How did you hear about us? | | | | | |  | | Friend/relative | |
|  | Pastor/church | | | | |  | | Website | |
|  | Advertisement | | | | |  | | Other (please specify): | |
| Emergency contact | | | | | | | | | |
| Full name | |  | | | | | Relationship to you | |  |
| Day phone | |  | | | | | Mobile | |  |
| Study in Australia (onshore) or overseas (offshore) for this course | | | | | | | | | |
| Will you be studying in Australia for **any** component of this course? | |  | Yes |  | No (studying online offshore) | | If studying in Australia, intended month and year of arrival. Or please mark the box if already in Australia. | | (*dd/mm/yyyy)* |
| Currently onshore |

## Course and College

|  |  |  |  |
| --- | --- | --- | --- |
| **Course of study** | | | |
| Mark one course only. If choosing a specialised stream, please state which specialisation you wish to pursue. | | | |
| **Course choice** | | **Specialisation** | **Open to Student Visa 500 holders**  **(full-time)** |
|  | | | |
|  | Undergraduate Certificate in Divinity | n/a | No |
|  | Diploma in Theology | n/a | Yes |
|  | Advanced Diploma in Philosophy | n/a | Yes |
|  | Advanced Diploma in Counselling | n/a | No |
|  | Advanced Diploma in Theology and Ministry | n/a | Yes |
|  | Bachelor of Ministry | n/a | Yes |
|  | Bachelor of Theology | n/a | Yes |
|  | Bachelor of Counselling | n/a | Yes |
|  | Graduate Certificate in Theology | n/a | Yes |
|  | Graduate Certificate in … choose from the list🢥 |  | No |
|  | Graduate Diploma in Theology | n/a | Yes |
|  | Graduate Diploma in … choose from the list🢥 |  | Spiritual Direction only |
|  | Master of Counselling | n/a | Yes |
|  | Master of Divinity | n/a | Yes |
|  | Master of Theological Studies | n/a | Yes |
|  | Master of Theology (Coursework) | n/a | Yes |
|  | Master of …choose from the list🢥 |  | Spiritual Direction only |

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

## 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.

| Secondary school education | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Highest secondary schooling level attained (Level left school) | |  | | | | | | | | |
| Year highest secondary schooling was attained | | (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. | | | | | | | | | | |
| Award Name  *(Degree / Diploma / Certificate / Other)* | Name of institution | Country | | Year completed  (yyyy) | | | | Language | | Transcript provided? |
|  |  |  | |  | | | |  | |  |
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| Credit transfer | | | | | | | | | | |
| If intending to apply for credit please discuss with your Course Advisor. | | | | | | | | | | |
| Do you intend to apply for credit for your previous studies? | | | |  | | Yes | | |  | No |

## English language proficiency

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

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

## Australian Government Information

The Commonwealth Government requires this information from all students. (Enter all dates in dd/mm/yyyy format.)

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| In what country are you living the first semester of study? | | | |  | Australia | | | | Postcode: | |  | |
|  | Other: | | | |  | | | |
| Country in which you were born | | |  | Year of arrival in Australia | | | | | | |  | |
| Language/s spoken at your permanent residence | | | |  | | | | | | | | |
| In what county is your permanent home residence? | | | |  | | | | | | | | |
| Which is your country of citizenship? | | | |  | | | | | | | | |
| What is your current nationality? | | | |  | | | | | | | | |
| Passport and visa details | | | | | | | | | | | | |
| Passport no. | |  | | Expiry date | | | (dd/mm/yyyy) | | | | | |
| **Visa type or visa application details** | | | | | | | | | | | | |
|  | Applicant for Overseas Student Visa | | | | | | | | | | | |
|  | Hold current Overseas Student Visa | | | Visa no. | |  | | | | Expiry date | |  |
|  | Applicant for visa other than Overseas Student Visa | | | | | | | | | | | |
| What type of visa are you applying for? | | |  | | | | | | | | |
|  | Hold current visa other than Overseas Student Visa | | | Visa type held | | | |  | | | | |
| Visa no. | |  | | | | Expiry date | |  |

## 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 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 and COVID-19 information

**Overall Award Course dates, study load and attendance *(Complete this section in collaboration with your Course Advisor)***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course commencement date | *(dd/mm/yyyy)* | | | | Course expected end date | | | | *(dd/mm/yyyy)* | | |
| Study load | |  | Full-time | | | |  | Part-time | | | |
| How do you intend to undertake your proposed **units** of study? |  | Face to Face (attending on campus only) | |  | | Online  (undertaking studies online only) | | | |  | Multi-Modal (mixed) |
| Will you be studying these **units** (proposed on this form) onshore or offshore? |  | Onshore in Australia | |  | | Offshore overseas | | | |  | Combined |

**COVID-19 vaccination details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| \*COVID fully vaccinated (2+ doses) |  | Yes |  | No |  | Exempt |
| COVID vaccination description  *(type of vaccination)* | *E.g. Pfizer, AstraZeneca, etc* | | | | | |
| \*Evidence provided  *(e.g. Covid-19 certificate, exempt document, etc)*  Note: Students who are not fully vaccinated are still permitted to enrol at the University, but may only study online and are not permitted to attend University of College facilities |  | Yes |  | | | |
|  | No/Not applicable. Pls specify reason: | *E.g. Online study and not attending onsite locations* | | | |
| \*COVID most recent vaccination date | /    / | | | | | |
| *\*Indicates mandatory questions to be completed* | | | | | | |

**Proposed unit/s of study**

*Unit selections can be changed later, before the relevant unit census date, using the Unit of Study Amendment Form.*

*The Delivery Id & mode of your unit can be checked in the:* [*Unit Management System*](https://units.divinity.edu.au/) *(UMS) by searching in* [*Units scheduled for 2022*](https://units.divinity.edu.au/scheduled/for/2022/all/all/all/all)*.*

Each unit in the UMS will be allocated with one type of ‘mode’ related to how the unit is delivered; they are:

1) Internal: *Always* physically attending a campus or specified location at a specified time.

* Face to Face: Attending classes on campus, with a scheduled class time delivered in real time.

2) External: *Never* physically attending a campus or specified location.

* Online: Considered to be asynchronous – all learning and participation is wholly online; students watch videos or work through material in their own time (e.g., any learning activities are not delivered in real time).
* Online – synchronous: Considered to be synchronous – all learning and participation is wholly online, but students are required to ‘attend’ lectures at a specified time as unit content is delivered in real time.
* Distance Education: External study where teaching activities, submission of assessment and provision of materials may be offered online asynchronously but is more likely via printed material that students work through in their own time.

3) Multi-Modal: *Sometimes* physically attending a campus or specified location.

* Blended: A combination or mix of internal and or external study.
* Intensive: Unit content is delivered via a compacted study period.
* Supervised: A program of study undertaken by a student under direction of a supervisor.
* Practicum: Assessment for the unit of study involves practical, field or work experience (e.g. CPE, STFE).

*Table for unit selection follows.*

*Cont. Proposed unit/s of study*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit selection *(Complete this section in collaboration with your Course Advisor)*** | | | | | |
| *Please select units for the whole of the academic year.* | | | | | |
| **Unit code** | **Unit name** | **College teaching the unit** | **Delivery Mode** | **Delivery Id** | **Oth** |
| **Pre-semester 1 - Summer** | | | | | |
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| **Semester 1 units (S1)** | | | | | |
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| **Mid-year - Winter** | | | | | |
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| **Semester 2 units (S2)** | | | | | |
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| **Full-year units or units that cross study periods** | | | | | |
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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. | | | | | | | |

## Application and Tuition fees

### Overseas student fees information for 2022

**Method of payment for the Overseas Application fee: AUD $300**

Payment of the application fee is to be processed with this application. Upon receiving your application, you will be emailed a Tax Invoice for an Application fee by the Finance Office, with instructions how to pay OR please go to the link: <https://pay.divinity.edu.au/overseas-fee> and follow the prompts to make secure online credit card payments. The Finance Office can be contacted on +61 3 9853 3177.

If a third party/sponsor is paying for your Application Fee also, please mark the box below ‘Application Fee’ next to ‘A third party/sponsor is paying for my fees’.

* Your application will not be processed if the payment of the application fee is not completed.

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 semester. Please note that tuition fees will normally vary from year to year. All figures are in Australian dollars.

If you are not paying your own fees, you will need to ask your sponsor to complete the [Overseas Student Sponsor Statement](http://divinity.edu.au/documents/overseas-student-sponsor-statement/) and attach this document to your application.

Fees must be paid two weeks before the start of each semester.

If your fees are unpaid:

* the University of Divinity is required to notify the Department of Home Affairs.
* you will not be authorised to attend classes, use libraries, receive supervision, receive results or re-enrol.

**Method of payment for Tuition Fees**

How will you pay your tuition fees?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Upfront payment** | | | | | | | | |
|  | **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.*** | | | | | | | |
|  | **Credit Card payment** | | | | | | | |
| *Credit Card payment options (VISA / Mastercard) are available via our online payment facility.*  *A ‘Statement of Fees’ will be sent by your College once this application is approved.*  Please go to the link: <https://pay.divinity.edu.au/tuition-fee> and follow the prompts to make secure online credit card payments or contact the Finance Office on +61 3 9853 3177. | | | | | | | |
|  | A **third party/sponsor** is paying for my fees | | | |  | Application fee |  | Tuition fees |
|  | I include with this application the [*Overseas Student Sponsor Statement*](https://divinity.edu.au/documents/overseas-student-sponsor-statement/) confirming responsibility for payment of my fees. | | | | | | |
| Name of third party/sponsor | |  | | | | |
| Address of third party/sponsor | |  | | | | |
| Contact name | |  | | | | |
| Contact email | |  | | | | |
|  | **Cheque/money order/bank draft** enclosed | | | |  | Application fee |  | Tuition fees |
| Amount | | AUD $       (payable to: University of Divinity) | | | | | |
|  | **Payment through Western Union Business Solutions** in your own currency (Tuition fees only.) | | | | | | | |
| There is a direct link provided on the [UD Fees Page](https://divinity.edu.au/study/fees/) headed ‘Western Union for Overseas Payment’. Only your University of Divinity student number is required. | | | | | | | |

## Your checklist

Important checklist to avoid delays in processing your application. Please ensure the following section is completed.

|  |  |
| --- | --- |
|  | Provided **certified** copies of official academic transcripts of all relevant tertiary courses. (If documents are not in English you must provide an official English translation.) |
|  | Provided **certified** copies of your birth certificate, current passport or other official documents verifying your citizenship status **in your current name**. (If documents are not in English you must provide an official English translation.) |
|  | 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). |
|  | Completed **payment details** on form |
|  | Included an [*Overseas Student Sponsor Statement*](http://divinity.edu.au/documents/overseas-student-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. All sensitive and personal information will be handled in accordance with the University’s Privacy Policy. 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 (Please ensure the following section is completed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I declare 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 address or email. | | | |
|  | 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/*](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. | | | |
|  | I consent to my data being used by the University in accordance with the Information Privacy Principles (IPPs) in the Privacy and Data Protection Act 2014 (Vic) and Privacy Act 1988. | | | |
|  | I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the Education Services for Overseas Students (ESOS) Act and the National Code 2018. | | | |
|  | I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements. Relevant government link follows: [*Genuine Temporary Entrant*](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant) | | | |
| Applicant’s signature | |  | Date |  |
| Type name for electronic submission | (dd/mm/yyyy) |

## Lodging your application

*Commence your application 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 Letter of Offer confirming your Admission and an Acceptance Agreement from the University of Divinity. If you are a Visa 500 Applicant, a CoE will be issued once the signed Agreement has been returned. Additionally, a Welcome Letter with an Enrolment Summary will be sent to you from your College. 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 checking and approval *(College office use only)*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Application checklist*** *(Course Advisor to complete)*  I have checked this student’s application for admission and proposed study program, and confirm that  College is accredited to offer this course (check College course list in [*Regulation 3 Colleges*](https://divinity.edu.au/documents/regulation-3-colleges/) if unsure)  interview was conducted with applicant  certified evidence of previous tertiary qualifications is enclosed  certified evidence of citizenship status in current name is enclosed  certified evidence of visa and passport details enclosed, and current details entered or updated in Paradigm  certified evidence of English language proficiency, or ELICOS placement, is enclosed (if applicable)  the applicant has met the University of Divinity English requirements  the course progression is valid—units can be counted towards the applicant’s course  unit codes and unit names listed on the form are correct  all units are running in the time periods indicated  Clinical Pastoral Education (CPE) units. If CPE enrolment, Home College has liaised with STC Registrar to ensure dates of unit selected align with placement dates, and the acceptance letter accompanies this application.  the applicant has the correct prerequisites for each proposed unit  a completed credit application is enclosed (if applicable)  statement or official confirmation from the third party/sponsor accepting responsibility for payment of fees attached (if applicable)  fee payment method is clearly indicated & additional fee related forms are attached (if applicable)  ***Approval***  This applicant:  meets all criteria for admission and is admitted based on (select most relevant from the following 4 options):  a higher education award course (Australian or overseas equivalent: complete or incomplete)  recent secondary education undertaken (whether undertaken at school, VET or another Australian provider)  work and life experience / professional qualifications  an enabling or bridging course delivered by a higher education provider (complete or incomplete)  Further admission information (if applicable):  is admitted on a mature age special entry provision permitted by the course regulation  is admitted as a probationary student (single units only)  may meet the criteria for admission, but the following advice is required:   |  | | --- | |  |   approval given, English language requirements pending  approval given, following the receipt of additional advice  does not meet the criteria for admission because:   |  | | --- | |  | | | | | | |
| Course Advisor |  | Signature |  | Date |  |
| ***College Office Administration***  Form checked, data is complete and matches evidence  Data entered in Paradigm  COVID-19 section complete, evidence/reason provided, information data entered  A ‘Statement of Fees’ has been provided to the student | | | | | |
| Name |  | Signature |  | Date |  |