# Application for Admission – Single Subject and Cross-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://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 |       | 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 |       |
| 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 |       |
| ***Office use only*** | UD ID |       | College ID |       |

## Course and College

| **Program of study -** *Mark one course only* |
| --- |
| [ ]  | Single Subject Undergraduate (SSUG) | Not available to overseas students studying in Australia on student visas. FEE-HELP is **not** available. |
| [ ]  | Single Subject Postgraduate (SSPG) |
| [ ]  | 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) | [ ]  | 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) | [ ]  | University of Divinity (UD) |
| 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.

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| **Secondary school education** |
| Highest secondary schooling level attained (Level left school) |  | 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. |
| Award Name *(Degree / Diploma / Certificate / Other)* | 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://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 and residency status this semester? *\*Eligible for FEE-HELP**\*\* Eligibility for FEE-HELP varies depending on circumstances*. *Information regarding eligibility can viewed on the Government Study Assist website:* [*FEE-HELP Eligibility*](https://www.studyassist.gov.au/help-loans/fee-help) | [ ]  | \*Australian citizen in Australia |
| [ ]  | \*\*Australian citizen living and studying overseas *(incudes online study or travel back to Australia to undertake intensive units or other study with UD)*  |
| [ ]  | \*\*New Zealand citizen in Australia |
| [ ]  | New Zealand citizen living and studying overseas *(incudes online study or travel back to Australia to undertake intensive units or other study with UD).* ***Note:******If applying for FEE-HELP, I understand I am required to undertake part of my course in Australia.*** |
| [ ]  | \*Permanent Humanitarian visa holder *(permitted to remain in Australia indefinitely)* |
| [ ]  | Permanent Resident of Australia visa holder*(permitted to remain in Australia indefinitely)* |
| If other than these options, please check with your Home College to find out if you are considered a Domestic student |
| **Permanent Humanitarian or Permanent Resident of Australia Visa holders ONLY** *(provide passport and visa details)* |
| Visa title or description  |       |
| Visa or subclass number |       |
| Passport number  |       | Expiry Date  |       (*dd/mm/yyyy)* |
| Current nationality |       |
| Mark box to confirm you have provided certified proof of residency status (e.g. include copy of current Visa) | [ ]  |
| 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** |  | **Parent/guardian 2** |  |
| [ ]  | 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 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 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).

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| **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**  |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
| **Semester 1 units (S1)** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
| **Mid-year - Winter** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
| **Semester 2 units (S2)** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
| **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. |

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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

### 2022 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 normally vary from year to year.

### FEE-HELP

Australian citizens and holders of a permanent or 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. Australian citizens residing overseas are to complete part of their study in Australia to be eligible for FEE-HELP.

### 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** |
| [ ]  | **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 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://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://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. Please ensure the following section is completed.

|  |  |
| --- | --- |
| [ ]  | Provided **certified** copies of official academic transcripts of all relevant tertiary courses/VCE for undergraduate. |
| [ ]  | 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. 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.

### Declaration and signature *(Please ensure the following section is completed)*

|  |  |
| --- | --- |
| [ ]  | I declare that I have read the [*Guide to Completing and Submitting Enrolment Forms*](https://divinity.edu.au/documents/guide-completing-enrolment-forms/) 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/*](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. |
| 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 [ ]  certified evidence of visa & passport enclosed, and current details entered or updated in Paradigm (*if applicable*)[ ]  unit codes and unit names listed on the form are correct [ ]  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. [ ]  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): [ ]  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[ ]  ‘REQUEST eCAF’ in Paradigm if method of payment includes FEE-HELP. eCAF requested Date:    /    /      |
| Name |       | Signature |       | Date |       |