# 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://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://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.

## 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 |       | 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 if not previously supplied to University of Divinity)* |       |
| 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 the following 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 |
| Denomination (optional) |       |
| Diocese/Congregation (optional) |       |
| Emergency contact |
| Name |       | Relationship to you |       |
| Day phone |       | Mobile |       |

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## Citizenship details

|  |
| --- |
| *Please mark one box. Visa holders must attach a copy of their current visa if it has changed.* |
| **Domestic** |
| [ ]  | Australian citizen | [ ]  | NZ citizen |
| [ ]  | Australian Permanent Visa holder (permitted to remain in Australia indefinitely) | [ ]  | Permanent humanitarian visa holder(permitted to remain in Australia indefinitely) |
| **Overseas**  | **Visa Name** | **Expiry Date** |
| [ ]  | Overseas student on a student visa: | Subclass 500 Student Visa |    /  /     |
| [ ]  | Holder of a temporary visa other than a Student Visa: |       |    /  /     |
| [ ]  | Other, please specify:*(if none of the above listed categories are applicable)* |       |    /  /     |

## 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** |
| [ ]  | Undergraduate Certificate in Divinity  | n/a |
| [ ]  | Diploma in Theology | n/a |
| [ ]  | Advanced Diploma in Counselling | n/a |
| [ ]  | Advanced Diploma in Philosophy | n/a |
| [ ]  | Advanced Diploma in Theology and Ministry | n/a |
| [ ]  | Bachelor of Counselling | 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) | [ ]  | 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 |

## 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)**

|  |  |
| --- | --- |
| Expected course 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)** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
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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. |

## 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?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is your method of payment changing? | [ ]  | Yes | [ ]  | No |
| *If yes, you are required to also complete a* [*Change in Fee Payment Method Form*](https://divinity.edu.au/documents/change-in-fee-payment-method-form/)*.*  |
| [ ]  | **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** |
| [ ]  | **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** is paying for my tuition fees. |
| [ ]  | I include with this application a [Domestic Student Sponsor Statement](https://divinity.edu.au/documents/domestic-student-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://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.

|  |  |
| --- | --- |
| [ ]  | 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 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 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/*](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. |
| 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

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| ***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 [ ]  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 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)* [ ]  fee payment method is clearly indicated & additional fee related forms are attached *(if applicable)* |
| Course Advisor |       | Signature |       | Date |   **/**  **/**     |
| **College Office Administration**[ ]  If the student is changing from upfront payment to FEE-HELP, ensure an eCAF has been requested[ ]  If the student is on a Visa, ensure Visa and Passport are current and any updated details are recorded in Paradigm (along with any **updated** documents enclosed)[ ]  Form checked, data is complete and correct[ ]  Data entered in Paradigm[ ]  COVID-19 section complete, evidence/reason provided, information data entered**[ ]**  A ‘Statement of Fees’ has been provided to the student*If FEE-HELP student:*[ ]  ‘FETCH eCAF’ status to check if the fields ‘ECAF Student Status’ is ‘Student Submitted’ and ‘Marked as Processed’ is ‘Yes’. *IF not, then the following action is required:*[ ]  ‘REQUEST eCAF’ in Paradigm to re-issue an eCAF invitation (e.g., this may occur for students returning from leave, deferral, etc where the initial invitation was not submitted). eCAF requested Date:    /    /      |
| Name |       | Signature |       | Date |   **/**  **/**     |