



ENROLMENT FORM

- *Students continuing in their course must only fill out pages 1 & 2.*
- *New students (including existing students transferring to a new course) must fill out all 3 pages of this form.*

Year: Semester: ACT Student ID: (current and previously enrolled students ONLY)

Primary ACT College:

Course name:

Legal name in Full:

Title

First Name(s)

Surname

Gender: Male Female

Date of Birth

DD / MM / YYYY

Contact Details:

Term address:

No. & Street:			
Suburb		Postcode:	
Phone:		Mobile:	
Email:			

Permanent home address (overseas students MUST fill in their HOME country details):

No. & Street:			
Suburb		Postcode:	
Country (if not Australia):			
Phone:		Mobile:	
Email:			

Enrolment in ACT units

- *16cps is considered a normal full-time enrolment.*
- *No more than 20cps per semester can be taken.*

Course:	Unit Code:	Unit title:	Distance - Y/N	College*

*If you are planning to enrol in unit(s) at another ACT college, please make sure to inform your primary college.

- **Are you a FEE-HELP Student?** YES NO

If **YES**, have you previously submitted a *Request for FEE-HELP Assistance* form for this course? YES NO

If **NO**, you must complete an eCAF online via TAMS or a paper FEE-HELP form from your provider. FEE-HELP applications must be submitted on or before the census date.

- **Students continuing in same course only:**

Have any of your details regarding citizenship, disabilities or tertiary qualifications changed since you first enrolled in this course?

YES NO

If **YES**, please provide details:

REGULATIONS

Overseas Students: “The information provided by overseas students to the provider (the Australian College of Theology) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and the provider is required, under section 19 of the ESOS Act 2000, to tell the Department about: (i) certain changes to the student’s enrolment; and (ii) any breach by the student of a student visa condition relating to attendance or satisfactory academic performance”. By signing this form I acknowledge that I have read, understand and accept the ACT Refund Policy and Agreement for Overseas Students.

Variation of Enrolment: Students who wish to vary their enrolment by addition of or withdrawal from a unit should consult their college registrar for the critical dates that apply to that unit and the procedure to use to apply for a variation. After the Administrative Date and up to the Census Date of a unit, a Variation of Enrolment Fee may apply. Withdrawal from a unit after the Withdrawal Date will normally attract a fail (FW) grade. [For more information, see www.actheology.edu.au – Variation of Enrolment]

Closing dates for application: An application for enrolment in a unit lodged after the Administrative Date for the unit shall be subject to the Variation of Enrolment Fee.

Credit Transfer / RPL: ACT’s Credit Transfer and Recognition of Prior Learning policies are published on the ACT’s website www.actheology.edu.au. Students are encouraged to become familiar with this policy.

Grievance Resolution: The ACT’s Grievance Resolution Policy for Domestic Students and the Grievance Resolution Policy for Overseas Students are available on the ACT website at www.actheology.edu.au. By signing this form I acknowledge that I have read, understand and accept the Grievance Resolution Policy for Domestic/Overseas Students.

Refunds of tuition fees: Candidates who withdraw after the census dates and wish to apply for re-crediting of their FEE-HELP balance or refund of up-front tuition fees must apply in writing to the Registrar of the Australian College of Theology. A copy of the regulations for re-crediting FEE-HELP balances can be found on the Australian College of Theology website www.actheology.edu.au.

DECLARATION:

I understand that I am enrolling in units contributing to the completion of a course of the Australian College of Theology, and I declare my intention to complete this course of study (not applicable to cross-institutional enrolments or Single Unit Study). I understand that I can access rules relating to my course on the website of the Australian College of Theology. I certify that to the best of my knowledge the enclosed details are correct. I understand that my personal information will be stored by the Department of Education and Training and other Australian federal and state government departments. I understand that the information on this form is collected for program administration purposes, including the viewing of survey data by relevant parties. Authority to collect this information is contained in the Higher Education Support Act 2003; information may be shared between the Australian government departments; and information may not otherwise be disclosed without my consent unless authorised or required by law. I understand that my information may be sent to software vendors in order for me to access software relevant to my course at reduced rates, and not on-sold to any provider. I understand that work submitted in relation to this course may be submitted to organisations for academic integrity assurance. I understand that my details may be shared with government departments in relation to transport concessions. I understand that giving false or misleading information is a serious offence under the Criminal Code.

Signature of student/applicant Date:

(NB: ONLY the candidate may sign this form – no proxy signatures will be accepted)

College Principal or Registrar: I am satisfied that the above candidate has fulfilled the pre-requisites in order to enrol for the above units.

Affiliated college endorsement:

STUDENTS ENROLLING IN A NEW COURSE MUST FILL IN THIS SECTION:

The following information is required in order to provide statistical information to the Commonwealth as part of Government reporting requirements.

Please indicate if any of the following applies to you:

- Aboriginal Torres Strait Islander Not applicable

Country of birth: Year of arrival in Australia (if not born here):

Language spoken at home:

Do you have a disability, impairment or long term medical condition which may affect your studies? YES NO

If YES, please indicate the area/s of impairment

- hearing learning mobility vision medical other

Would you like to receive advice on support services, equipment and facilities which may assist you? YES NO

For domestic school leavers* commencing an undergraduate course

**a school leaver is one who has completed Year 12 last year or this year*

The Australian postcode of your permanent home residence in the last year of secondary school:

Name of town where you completed your secondary studies:.....

Previous qualification

Your highest educational attainment: Year completed:

Basis for admission to current course:

- Higher education course Mature age TAFE award Secondary education Other basis

Have you completed Year 12? YES NO

Year left School:

Tertiary Entrance Score (value will range from 30.00 to 99.95):

(note: Qld students must convert their OP scores. Talk to your enrolling college for details).

IELTS score(s): Reading:..... Writing: Listening: Speaking: *(if you are an overseas student)*

Has Theological study been undertaken at another college?..... If so which college?

Citizenship status (please tick ONE only):

- Australian citizen New Zealand citizen
 Permanent Resident Temporary permit visa (incl. Student Visa)
 Permanent Humanitarian Visa Other (please state)

1a. Parent/Guardian #1 is Female Male

1b. What was the highest level of education completed by your parent/guardian #1 (place tick or cross in the appropriate box):

- | | |
|------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Postgraduate qualifications (eg masters, PhD) | <input type="checkbox"/> |
| 2. Bachelor qualification | <input type="checkbox"/> |
| 3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma) | <input type="checkbox"/> |
| 4. Completed Year 12 or equivalent | <input type="checkbox"/> |
| 5. Did not complete Year 12 or equivalent | <input type="checkbox"/> |
| 6. Don't know | <input type="checkbox"/> |
| 7. Not applicable (option only valid for overseas students) | <input type="checkbox"/> |

2a. Parent/Guardian #2 is Female Male

2b. What was the highest level of education completed by your parent/guardian #2 (place tick or cross in the appropriate box):

- | | |
|------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Postgraduate qualifications (eg masters, PhD) | <input type="checkbox"/> |
| 2. Bachelor qualification | <input type="checkbox"/> |
| 3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma) | <input type="checkbox"/> |
| 4. Completed Year 12 or equivalent | <input type="checkbox"/> |
| 5. Did not complete Year 12 or equivalent | <input type="checkbox"/> |
| 6. Don't know | <input type="checkbox"/> |
| 7. Not applicable (option only valid for overseas students) | <input type="checkbox"/> |