University of South Australia

Application for Admission
Non-Award/Audit

This form is to be used by prospective students or current UniSA students who wish to apply for a single course enrolment either as non-award or audit at UniSA.

Please complete each section carefully and attach the relevant documents as indicated in the checklist which forms part of the student declaration in Section 4.

This form must be complete and all documents attached before being lodged with Campus Central. Forms that are not complete will be returned and may result in an unsuccessful application due to late submission.

Important Information

Non-Award students
- Assessment tasks are undertaken but completion of the course does not count towards a current program.
- Incur tuition fees and are not eligible for Commonwealth Support (i.e. cannot access HECS-HELP). Tuition fees must be paid by the due date.
- May not enrol in more than 9 units in any study period.
- May not normally complete courses totalling more than one quarter of the total units for any program.
- Courses taken as non-award may be approved as credit towards the requirements of a future program, at the discretion of the Program Director.
- Will have access to University information technology resources and automatic borrowing rights with the library.
- Tuition fees are set by each Division and are available at unisa.edu.au/fees/nonaward.asp
- Non-award enrolments may incur the student services and amenities fee. You will not be eligible to defer this fee to SA-HELP. For further information, visit: unisa.edu.au/fees/ssaf

Audit students
- Enrolment in one or more courses in which attendance is for information only, with no assessment. Students may attend lectures but attendance at tutorials and practicals will be subject to Course Coordinator approval.
- Completion of the course cannot be used for credit towards the requirements of a program.
- Will not have access to University information technology resources and will not have automatic borrowing rights with the library.
- Incur tuition fees and are not eligible for Commonwealth Support (i.e. cannot access HECS-HELP). Tuition fees must be paid by the due date.
- Tuition fees are set by each Division and are available at unisa.edu.au/fees/nonaward.asp#Audit_students
- Audit enrolments may incur the student services and amenities fee. You will not be eligible to defer this fee to SA-HELP. For further information, visit: unisa.edu.au/fees/ssaf

Clinical / Field placements within a course
Applications for enrolment in courses requiring clinical or field placement will need the Course Coordinator to confirm that a placement will be available for the student. Students wishing to enrol in these courses will be required to provide evidence of current student registration with the relevant registration board.

Application time lines
You are required to lodge this application with Campus Central no later than two weeks prior to the commencement of teaching for the relevant study period in order to ensure access to course materials and services. Late applications will be subject to approval by the relevant Course Coordinator. Key dates for each study period are listed at unisa.edu.au/Study-at-UniSA/New-students/Key-Dates/

More information
For more information about fees please call Student Finance on 8302 1112.

For more information about these types of enrolment, please read the Enrolment Policy (www.unisa.edu.au/policies/policies/academic/A48.asp) or contact Campus Central on 1300 301 703.

LODGING YOUR APPLICATION

In person

City East Campus Central Level 3 Playford Building	**City West** Campus Central Level 2 Jeffrey Smart Building	**Magill** Campus Central Level 1 B Block
Mawson Lakes Campus Central Ground Floor C Building	**Mount Gambier** Learning Centre Wireless Road West Mount Gambier SA 5290	**Whyalla** Campus Central Ground Floor Main Building 111 Nicolson Ave Whyalla Norrie SA 5608

By post
University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5001

By email
ask@campuscentral.unisa.edu.au

University of
South Australia

Section 1: Personal details

Student ID:	☐☐☐☐☐☐☐☐	(Please complete ID if you are a previous UniSA student)

Mr/Miss/Ms/Mrs:	First name(s):

Family name:

Date of birth:	Country of birth:

Gender: ☐ Male ☐ Female	Country of citizenship:

Home address

Address line 1:

Address line 2:

Address line 3:

City / Suburb:	State / Province:

Country:	Postcode / Zip:

Mailing address (if different from above)

Address line 1:

Address line 2:

Address line 3:

City / Suburb:	State / Province:

Country:	Postcode / Zip:

Phone details

Home phone:	Mailing address phone:

Mobile:	Fax:

Preferred contact:	☐ Home	☐ Mobile	☐ Mailing	☐ Fax

Email details

Please provide an email address to be used for processing this application.
Non-award students will be issued a UniSA email account for future communication. Audit students will continue receiving emails to the address entered below.

Email:

Program details

Type of admission	Mode of attendance	Career
☐ Non-Award	☐ Internal	☐ Undergraduate
☐ Audit	☐ External	☐ Post-graduate
☐ ICE-WARM	☐ Mixed Mode	
Are you a Sponsored student:	☐ Yes	☐ No
Name of Sponsor:		

Section 2: Statistics

1. Are you of Aboriginal and/or Torres Strait Islander descent?
   ☐ Not Applicable   ☐ Aboriginal   ☐ Torres Strait Islander   ☐ Aboriginal and Torres Strait Islander

2. If you are not an Australian citizen, do you:
   ☐ have New Zealand citizenship (including those with permanent residency)
   ☐ reside in Australia with a Permanent Humanitarian visa
   ☐ have a Temporary entry permit/ visa or are a diplomat or dependant of a diplomat (except New Zealand)
   ☐ have Permanent Resident status

   Date permanent residency granted: DD/MM/YYYY

3. In what country will you reside for the duration of your studies:
   ☐ Australia   ☐ Other (Please specify):

4. If you were not born in Australia, what year did you arrive: YYYY
   (If you have never arrived in Australia, enter '0000')

5. Do you speak a language other than English at your home residence?
   ☐ Yes   ☐ No, English only

   If yes, please provide non-English language spoken most often: _____

Previous education (all questions must be answered)

6. POST-GRADUATE program of any type
   (Higher Doctorate, PhD, Master's Preliminary or Qualifying, Postgraduate Certificate etc.):
   (a) ☐ Never Commenced
   (b) ☐ Commenced but not all requirements completed
   (c) ☐ Completed all the requirements for the award
   If you answered (b) or (c), please provide:
   Start Year: YYYY   End Year: YYYY

7. BACHELOR Degree
   (a) ☐ Never Commenced
   (b) ☐ Commenced but not all requirements completed
   (c) ☐ Completed all the requirements for the award
   If you answered (b) or (c), please provide:
   Start Year: YYYY   End Year: YYYY

8. DIPLOMA, ASSOCIATE DIPLOMA or ASSOCIATE DEGREE undertaken at a CAE, University, Teacher's College, Institute of Technology, Institute of Advanced Education or Institute of Tertiary Education:
   (a) ☐ Never Commenced
   (b) ☐ Commenced but not all requirements completed
   (c) ☐ Completed all the requirements for the award
   If you answered (b) or (c), please provide:
   Start Year: YYYY   End Year: YYYY

9. DIPLOMA, ASSOCIATE DIPLOMA or ASSOCIATE DEGREE undertaken at TAFE (Technical & Further Education) College or other VET Institution:
   (a) ☐ Never Commenced
   (b) ☐ Commenced but not all requirements completed
   (c) ☐ Completed all the requirements for the award
   If you answered (b) or (c), please provide:
   Start Year: YYYY   End Year: YYYY

10. TAFE AWARD course other than the above, undertaken at a TAFE College, CAE, Institute of Technology, Institute of Advanced Education, Institute of Tertiary Education, or other VET institution. (Do not count secondary education courses, or hobby/ recreational/ leisure or personal enrichment courses):
    (a) ☐ Never Commenced
    (b) ☐ Commenced but not all requirements completed
    (c) ☐ Completed all the requirements for the award
    If you answered (b) or (c), please provide:

    The last year you were enrolled in that course: YYYY

11. FINAL YEAR OF SECONDARY EDUCATION at a High School, Technical High School, Secondary School or College:
    (a) ☐ Did not do final year
    (b) ☐ Did final year
    If you answered (b), please provide:

    The year in which you completed the final year of secondary education: YYYY

12. FINAL YEAR OF SECONDARY EDUCATION at another institution
    (a) ☐ Did not do final year
    (b) ☐ Did final year
    If you answered (b), please provide:

    The year in which you completed the final year of secondary education: YYYY

13. OTHER QUALIFICATION or certificate of attainment or competence
    (a) ☐ Do not have
    (b) ☐ Do have
    If you answered (b), please provide:

    The year the requirements for the qualification or certification were completed: YYYY

Highest Qualification of Parents/Guardians

The Department of Education, Employment and Workplace Relations (DEEWR) require universities to collect data from all students regarding the highest educational attainment of their parents/guardians.

Parent/guardian 1 and parent/guardian 2 are the people that you choose to identify in these roles.

14. Parent/Guardian 1:

Highest educational attainment
- ☐ Postgraduate Qualification (e.g. Postgraduate Diploma, Masters, PhD)
- ☐ Bachelor Degree
- ☐ Other post school qualification
  (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- ☐ Completed Year 12 schooling or equivalent
- ☐ Did not complete Year 12
- ☐ Completed Year 10 schooling or equivalent
- ☐ Did not complete Year 10 schooling or equivalent
- ☐ Don't know
- ☐ I do not wish to provide this information (go to question 15)

☐ Male   ☐ Female

15. Parent/Guardian 2:

Highest educational attainment
- ☐ Postgraduate Qualification (e.g. Postgraduate Diploma, Masters, PhD)
- ☐ Bachelor Degree
- ☐ Other post school qualification
  (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- ☐ Completed Year 12 schooling or equivalent
- ☐ Did not complete Year 12
- ☐ Completed Year 10 schooling or equivalent
- ☐ Did not complete Year 10 schooling or equivalent
- ☐ Don't know
- ☐ I do not wish to provide this information (go to question 16)

☐ Male   ☐ Female

Disability/Impairment details

16. 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

☐ I would like to receive information about University support services, equipment and facilities that may assist me, and how to access them.

Note: Information you provide about your disability or medical condition will be managed in accordance with the University policy on confidentiality of student's personal information.

Section 3: Enrolment

The Course Coordinator for each course must approve your application. For courses requiring clinical or field placements, the Course Coordinator must confirm that a place will be available for you.

Do not try to enrol online yourself, the University will process this on your behalf.

To view the course details and timetable see http://programs.unisa.edu.au/public/pcms/home.aspx. Please ensure that you provide the correct Enrolment class number and all related classes for each course. See example for the correct method of completing this section of the form.

Course Example

Study period	Subject area	Catalogue number	Description		Class type	Class number	Day	Time
2	*COMP*	*1009*	*Programming in Java 2*		*Lecture*	*23741*	*Mon*	*3-5pm*
Example Only				Related class 1	*Tutorial*	*23591*	*Wed*	*3-4pm*
				Related class 2	*Practical*	*23595*	*Mon*	*2-3pm*

Course 1

Study period	Subject area	Catalogue number	Description		Class type	Class number	Day	Time
				Related class 1				
				Related class 2				

Course Coordinator's name:

☐ For courses requiring clinical or field placement, I confirm that a placement will be available for this student

Course Coordinator's signature:	Date:

Course 2

Study period	Subject area	Catalogue number	Description		Class type	Class number	Day	Time
				Related class 1				
				Related class 2				

Course Coordinator's name:

☐ For courses requiring clinical or field placement, I confirm that a placement will be available for this student

Course Coordinator's signature:	Date:

Section 4: Student Declaration

Please complete this checklist to ensure your application is complete. Incomplete applications will be returned unprocessed.

☐	I have carefully read the Important Information
☐	I have completed all relevant parts of the application form
☐	I am lodging the form within the required time frame
☐	I have completed the enrolment sheet and obtained the necessary authorisation to enrol

I AGREE TO BE RESPONSIBLE FOR:

- Withdrawing by the relevant census date for deletion of a course from my record – (form available at http://i.unisa.edu.au/campus-central/Student-Forms/Student-Forms-2/#enrolment)
- Completing the relevant prerequisite courses, where specified, before attempting higher level courses (Note that your enrolment can be cancelled in a course where the prerequisite has not been met
- Reading the announcements on the myUniSA student portal and my student email at least once a week, as the University's primary method of communication
- Familiarising myself with and abiding by University statutes, by-laws and policies as listed on the University Policies webpage, and any other rules or guidelines established under the authority of the University
- Paying University invoices in full by the due date specified

I AUTHORISE THE UNIVERSITY TO:

- Provide me with electronic notices of my enrolment liability
- Release my personal and academic information in accordance with the Confidentiality of Student's Personal Information policy at www.unisa.edu.au/policies/policies/academic/A46.asp
- Test any work submitted by me for instances of plagiarism using text comparison software. I understand this will involve the University or its contractor copying my work and storing it on a database to test work submitted by others, as described at https://lo.unisa.edu.au/mod/book/view.php?id=252142

I hereby state that the information I have provided to the University is true and accurate, and I understand that the University will take appropriate action if this information is subsequently found to be incomplete, misleading or false.

Student Signature:	Date:

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Campus Central

☐ Appropriate form and all sections complete	☐ Disability information entered by Team Leader
☐ Course Coordinator has confirmed places available for clinical / field placement courses	☐ Checked student for previous student ID number
☐ Student has provided evidence of registration with relevant board for clinical / field placement courses	☐ File in lever arch file, by last name
Comments:	☐ Student sent confirmation including as appropriate: • Admission letter • Class timetable • Invoice
	☐ Campus Central/ ISO to contact: international.sponsors@unisa.edu.au to gain sponsor approval prior to processing
Date received:	Date processed:
Received by:	Processed by: