

## 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 Application guide which you will find on the University website at [www.divinity.edu.au/study/admission-and-enrolment-forms](http://www.divinity.edu.au/study/admission-and-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.*

### A. Personal information

<b>Personal details</b>			
Title		Name suffix (if applicable)	
Family name		Previous family name	
Given name/s		Preferred given name	
Have you previously been a University of Divinity or MCD student or applicant?	<input type="checkbox"/>	Yes	College
	<input type="checkbox"/>	No	
<b>Postal address</b>			
<i>Correspondence will be sent to this address</i>			
Address line 1			
Address line 2			
Town/Suburb		Postcode	
State		Country	
<b>Residential address (If different from postal address)</b>			
Address line 1			
Address line 2			
Town/Suburb		Postcode	
State		Country	
<b>Contact details</b>			
Home phone		Day phone	
Mobile			
<b>Email (**required)</b>			
<b>Additional personal details</b>			
Date of birth	/ /	(dd/mm/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Occupation (optional)			
Denomination (optional)			
Diocese/Congregation (optional)			
<b>Feedback</b>			
How did you hear about this College or this University?			
<b>Emergency contact</b>			
Full name		Relationship to you	
Day contact phone		Mobile	
<b>Office Use Only</b>	UD ID:	College ID:	

## B. Course and College

Course of study	
<i>Mark one course only.</i>	
<input type="checkbox"/>	Single Subject Undergraduate
<input type="checkbox"/>	Single Subject Postgraduate
<input type="checkbox"/>	Cross-institutional UG Diploma (XDipTheol)
<input type="checkbox"/>	Cross-institutional UG Bachelor (XBTheol)
<input type="checkbox"/>	Cross-institutional PG (XGradDipTheol)
<i>Not available to overseas students studying in Australia on student visas. FEE-HELP is <b>not</b> available.</i>	
<i>FEE-HELP is available; you must provide documentation confirming your studies with the institution at which you are taking your course.</i>	

Home College			
<input type="checkbox"/>	Australian Lutheran College (ALC)	<input type="checkbox"/>	Sentir Graduate College of Spiritual Formation (SEN)
<input type="checkbox"/>	Catherine Booth College (CBC)	<input type="checkbox"/>	Stirling Theological College (STC)
<input type="checkbox"/>	Catholic Theological College (CTC)	<input type="checkbox"/>	Trinity College Theological School (TRI)
<input type="checkbox"/>	Morling College (MOR)	<input type="checkbox"/>	Whitley College (WHT)
<input type="checkbox"/>	Pilgrim Theological College (PIL)	<input type="checkbox"/>	Yarra Theological Union (YTU)
<input type="checkbox"/>	St Athanasius Coptic Orthodox Theological College (SAC)		

English language proficiency	
<i>Applicants must meet the University's English language course prerequisites (see <a href="#">English Language Requirements Policy and Procedures.</a>)</i>	
Is English your first language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Applicants whose first language is not English, please complete the following section.</i>	
Have you already studied in English?	<input type="checkbox"/> Yes <input type="checkbox"/> Evidence attached
	<input type="checkbox"/> No
Have you taken an English language proficiency test?	<input type="checkbox"/> Yes <input type="checkbox"/> Evidence attached
	<input type="checkbox"/> No <input type="checkbox"/> I intend to take an English proficiency test in Australia

## C. 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 attained		Name of institution			
Town/suburb		State			
Country		Year completed			
Language in which secondary schooling was studied					
Transcript provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Tertiary education					
<i>List in chronological order.</i>					
Qualification name	Name of institution	Country	Year completed	Language	Transcript provided?
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

## D. Australian Government Information

The Commonwealth Government requires this information from all students.

Are you of Australian Aboriginal descent?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you of Torres Strait Islander descent?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
In what country are you living this semester?	<input type="checkbox"/>	Australia	Postcode:	
	<input type="checkbox"/>	Other:		
Country in which you were born			If not born in Australia, year of arrival	
Language spoken at your permanent residence				
What is your citizenship or residency status this semester?	<input type="checkbox"/>	*Australian citizen	*Eligible for FEE-HELP	
	<input type="checkbox"/>	*Permanent humanitarian visa holder		
	<input type="checkbox"/>	New Zealand citizen		
	<input type="checkbox"/>	Australian permanent resident		
	<input type="checkbox"/>	Current overseas visa holder		
	<input type="checkbox"/>	Living overseas and not a citizen of Australia		
If not Australian, what is your current nationality?				

### 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	<input type="checkbox"/>	Female	<input type="checkbox"/>	Male	Parent/guardian 2	<input type="checkbox"/>	Female	<input type="checkbox"/>	Male
<input type="checkbox"/>	Postgraduate (e.g. masters, PhD)	<input type="checkbox"/>	Postgraduate (e.g. masters, PhD)						
<input type="checkbox"/>	Bachelor degree	<input type="checkbox"/>	Bachelor degree						
<input type="checkbox"/>	Other post-school qualification (e.g. VET/TAFE)	<input type="checkbox"/>	Other post-school qualification (e.g. VET/TAFE)						
<input type="checkbox"/>	Completed Year 12 schooling or equivalent	<input type="checkbox"/>	Completed Year 12 schooling or equivalent						
<input type="checkbox"/>	Did not complete Year 12 schooling or equivalent	<input type="checkbox"/>	Did not complete Year 12 schooling or equivalent						
<input type="checkbox"/>	Completed Year 10 schooling or equivalent	<input type="checkbox"/>	Completed Year 10 schooling or equivalent						
<input type="checkbox"/>	Did not complete Year 10 schooling or equivalent	<input type="checkbox"/>	Did not complete Year 10 schooling or equivalent						
<input type="checkbox"/>	Don't know	<input type="checkbox"/>	Don't know						

### Medical/disability needs

Do you have a disability, impairment and/or long term health condition that may affect your studies?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
<i>If you answered 'Yes' to the above question, please indicate the type/s of disability</i>							
<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	Vision
<input type="checkbox"/>	Medical	<input type="checkbox"/>	Other:				
Would you like to receive information on medical/disability support services, equipment or facilities available that may assist you?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
Do you intend to apply for credit for your previous studies?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			

## E. Proposed program of study

Complete this section with your Coursework Coordinator.

Course dates, study load and attendance				
Course commencement date	/ / (dd/mm/yyyy)	Course expected end date	/ / (dd/mm/yyyy)	
Study load	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time		
Contact mode	<input type="checkbox"/> Attending (on campus)	<input type="checkbox"/> Online	<input type="checkbox"/> MultiMode	

Unit selection				
<i>Please select units for the whole of this academic year. Selections can be changed later, before the relevant unit census date, using the Unit of study amendment form.</i>				
Unit code	Unit name	College teaching the unit	Study mode	Office use only
<b>Pre-semester 1 intensives</b>				
<b>Semester 1 units (S1)</b>				
<b>Mid-year intensives</b>				
<b>Semester 2 units (S2)</b>				
<b>Other intensives</b>				

Research Essay and Supervised Reading Unit enrolment					
Have you enrolled in a 12,000-word Research Essay?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you enrolled in a Supervised Reading Unit?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If yes to either of the above:</i>	What is the area/discipline of your essay?				
	Who is your proposed supervisor?				
	Have you contacted your proposed supervisor?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Have you completed and included a 12,000-word Research Essay Outline or Supervised Reading Unit Form?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>Please direct all queries regarding Research Essays or Supervised Reading Units (including accessing appropriate paperwork) to your College. Advise your College Coursework Coordinator/Registrar of any changes re your Research Essay or Supervised Reading Unit.</i>					

Cross-institutional study					
Are you applying to undertake any units as a cross-institutional student?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If yes, please fill in the following section for cross-institutional students and include an appropriate letter.</i>					
Home institution					
Current course of study at home institution					
<input type="checkbox"/>	I include a letter or form from my home institution indicating that these UD units are approved for credit towards the above mentioned course.				

## F. Your checklist

Important checklist to avoid delays in processing your application. Tick the boxes when you have completed the necessary steps.

<input type="checkbox"/>	Provided <b>certified</b> copies of official academic transcripts of all relevant tertiary courses
<input type="checkbox"/>	Provided certified copies of your birth certificate, current passport or other official documents verifying your citizenship status <b>in your current name</b> .
<input type="checkbox"/>	Enclosed <b>certified copies</b> of your English language qualifications or details of English language proficiency ( <i>If your previous studies do not meet the University's standard English requirements.</i> )
<input type="checkbox"/>	Included <b>certified proof of residency status</b> ( <i>if you are an Australian Permanent Resident or New Zealand citizen</i> ).
<input type="checkbox"/>	Completed <b>payment details</b> on form ( <i>see last page</i> )
<input type="checkbox"/>	Read and signed the declaration
<input type="checkbox"/>	Made a copy of your application for your records

## G. 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. 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

I declare that I have read the Application Guide 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 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 *Statement of Rights, Responsibilities and Conduct of Members of the University* published on the University of Divinity website at [www.divinity.edu.au/documents/statement-rights-responsibilities-conduct](http://www.divinity.edu.au/documents/statement-rights-responsibilities-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.

Applicant's signature		Date	/ /	(dd/mm/yyyy)
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## H. Lodging your application

Complete, consult, sign and submit to the Coursework Coordinator/Dean at your College.

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.

**Please complete the Tuition Fees page (back page) to enable your application to be processed.**

# I. Coursework Coordinator to complete - checklist and approval

College office use only.

## Application checklist

Coursework Coordinator 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
- certified evidence of citizenship status in current name is enclosed
- unit codes and unit names listed on the form are correct
- confirmation from the third party/sponsor accepting responsibility for payment of fees attached (if applicable)
- applicant name, ID and payment method are indicated in Tuition Fees section. Cheque/money order is attached if this is the payment method.

## Approval

This applicant:

- meets all criteria for admission
- does not meet the criteria for admission because:

Coursework Coordinator/ Academic Dean		Signature		Date	
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## College Office Administration

- Address of third party/sponsor is recorded in Billing Address in Edit Details in TAMS (if applicable)
- Form checked, data is complete and matches evidence
- Data entered in TAMS

Name		Signature		Date	
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## J. Tuition fees

Please insert your full name as it appears on official documentation and your UD ID if known.

Family name		Given name/s	
Course		UD ID	
UD College			

### 2016 tuition fees—for standard 15 point unit

Undergraduate: \$1,386

Postgraduate: \$2,154

All tuition fees are to be paid prior to the commencement of the unit. 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. Please note that tuition fees will vary from year to year.

### FEE-HELP

Australian citizens and holders of a permanent humanitarian visa are able to defer the payment of fees through the FEE-HELP Loan Scheme. You are not required to begin repaying your accumulated loan debt until your repayment income is above the compulsory repayment threshold. The FEE-HELP information booklet contains full details, or refer to [www.studyassist.gov.au](http://www.studyassist.gov.au).

### Upfront fees

If you are paying your tuition fees upfront, payment for all current semester units must be included. For fees that are due for the remainder of the year, payment is required prior to the commencement of the unit/s. **Please note that 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?

<input type="checkbox"/>	<b>FEE-HELP</b>
<input type="checkbox"/>	I have enclosed a completed <i>Request for FEE-HELP assistance</i> form and citizenship documentation
<input type="checkbox"/>	Send me a <i>Request for FEE-HELP Assistance</i> form which I will complete and return to my College.
	<i>Your FEE-HELP form must be submitted to your College before your enrolment can be finalised.</i>
<input type="checkbox"/>	<b>Upfront payment</b>
<input type="checkbox"/>	<b>Credit card</b> authorisation
	Please charge the following credit card <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
	Card number _____
	Card expiry date / (mm/yy) CVC no. (last three digits on reverse of credit card)
	Amount \$ Date to deduct from card / /
	Signature _____
	Name on credit card _____
<input type="checkbox"/>	<b>SEMESTER 2</b> – I authorise payment with the nominated credit card for Semester 2.
	<i>Payment processed two (2) weeks prior to the start of the semester or soon after if a date is not specified.</i>
	Signature _____ Date to deduct from card / /
<input type="checkbox"/>	<b>BPAY</b> payment
	<i>When units are entered into the University of Divinity database, your College Registrar will send you a 'Statement of Fees' which provides the relevant biller code and a unique reference number. (No payment by credit card.)</i>
<input type="checkbox"/>	A <b>third party</b> is paying for my tuition fees.
<input type="checkbox"/>	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 or organisation _____
	Address of third party or organisation _____
<input type="checkbox"/>	<b>Cheque/money order</b> enclosed Amount \$ (payable to: University of Divinity)