

# APPLICATION FOR ENROLMENT

## CROSS-INSTITUTIONAL/DUAL ENROLMENT

For Australian and New Zealand citizens, Permanent Residents of Australia and holders of a Permanent Humanitarian Visa.



### 1. ENROLMENT DETAILS

**Intended commencement term** (tick one box). Refer to closing dates for each term in this application before selecting.

Term 1       Term 2       Term 3

Please enter the CQUniversity course code, mode, course name and term for all courses you wish to undertake (see note 2)

Course Code	Mode (Internal/Distance Education)	Course Name	Term 1/Term 2/Term 3

**Campus of attendance** (tick one box). Complete only if you have selected INTERNAL above. Distance education students do not attend a campus and are automatically assigned a campus of Distance Education (DIST.)

Brisbane       Bundaberg       Cairns       Emerald       Gladstone       Melbourne  
 Noosa       Mackay       Rockhampton       Sydney       Townsville

**Note:** Not all programs are available at all campuses or in all modes. Please refer to the student handbook at [www.cqu.edu.au/handbook](http://www.cqu.edu.au/handbook) for availability.

**In what program (course) are you currently enrolled at your home university?**

eg Bachelor of Business, Master of Business Administration

**I am a Commonwealth supported student at my home university ie paying a student contribution up front or accessing HECS-HELP to defer the payment of a student contribution? OR**

Yes

**I am a full fee-paying student at my home university?**

Yes

If yes, are you registered for Commonwealth Government fee assistance ie FEE-HELP?

Yes       No

**In what program (course) are you currently enrolled at your home university?**

eg Bachelor of Business, Master of Business Administration

### 2. PERSONAL DETAILS

**Title**  Mr       Mrs       Ms       Miss       Dr       Other     

Family name  Previous family name  (see note 4)

Given names

**Date of birth**   /   /

Home address

State  Postcode

Mailing address (if different)

State  Postcode

Telephone number (day)  After hours  Mobile

Email address  Facsimile

**IMPORTANT:** Please note this is the email address the outcome of your application will be sent to.

**Have you previously been enrolled at CQUniversity or its antecedents?**  Yes       No

If YES, please provide your CQUniversity student number, if known.

**Are you the first in your family to attend tertiary education?**  Yes       No

### 3. DOCUMENTS REQUIRED

You must attach a signed **LETTER OF APPROVAL** from your home university on the university's letterhead or the university's approval form stating that you will be granted credit, on completion, for all courses in which you apply to enrol at CQUniversity. You should provide either the original or a certified photocopy. Certification may be obtained from a Justice of the Peace or a Commissioner for Declarations.

**APPLICATIONS SUBMITTED WITHOUT APPROVAL WILL NOT BE PROCESSED.**

### 4. VERIFICATION OF COMMONWEALTH SUPPORTED PLACE

The following authorisation must be completed by a fees officer of the home university.

a. This student is eligible at his/her home university for a Commonwealth supported place?

Yes  No

b. If yes, what type of commonwealth supported student?

2009 or earlier  2010 or later

**Fees Office signature**

**Date**

 /  / 

### 5. STATISTICAL INFORMATION

This information is required by the Australian Government. The information must be completed correctly to ensure that your enrolment is processed and your CHESN can be retrieved from the Department of Education and Training (DET) (See Note 4).

**Are you an Aboriginal, Torres Strait Islander or of South Sea Islander origin?** (tick one box)

Aboriginal  Torres Strait Islander  Of both Aboriginal and Torres Strait Islander descent  
 South Sea Islander  None of these

**Citizenship status during the term** (tick one box only)

Australian citizen  New Zealand citizen  Permanent Resident of Australia  Holder of a Permanent Humanitarian Visa

**In what country is your PERMANENT home residence?**

**In what country is your residence DURING THIS TERM?**

**Country of birth**

If not Australia, in which year did you arrive?

Previous students of CQUniversity who have changed their citizenship status since they were last enrolled, must supply a certified copy of the change of citizenship document eg proof of permanent residency, Australian citizenship certificate.

**Do you speak a language other than English at your PERMANENT home residence?**  Yes  No

If 'yes' what is the main non-English language spoken at your permanent home residence?

**Education level of your parents or guardians**

**These questions are about 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**

Male  Female  No parent/guardian  X

What is the highest level of education **COMPLETED** by your parent/guardian 1?

(Tick one)

Postgraduate qualification (eg graduate diploma, masters degree, PhD)

Bachelor degree

Other post-school qualification (eg associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)

Completed Year 12 schooling\*

Completed Year 10 schooling\* continued at school, but didn't complete Year 12 schooling

Completed Year 10 schooling\*

Didn't complete Year 10 schooling (includes completed primary schooling only, or did not go to school)

Don't know

\*or equivalent

**Parent/Guardian 2**

Male  Female  No parent/guardian  X

What is the highest level of education **COMPLETED** by your parent/guardian 1?

(Tick one)

Postgraduate qualification (eg graduate diploma, masters degree, PhD)

Bachelor degree

Other post-school qualification (eg associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)

Completed Year 12 schooling\*

Completed Year 10 schooling\* continued at school, but didn't complete Year 12 schooling

Completed Year 10 schooling\*

Didn't complete Year 10 schooling (includes completed primary schooling only, or did not go to school)

Don't know

\*or equivalent

## POST-SECONDARY EDUCATION

What is your highest educational attainment? Answer the questions where relevant by ticking the appropriate boxes and indicating the most recent year of enrolment or completion.

**What is your highest educational attainment?**

**Postgraduate level** (PhD, masters, postgraduate diploma or postgraduate certificate)

**Last year enrolled**

**Completed**

**Not completed**

**Bachelor level**

**Sub-degree level** (associate degree, advanced diploma, diploma at an institution other than a TAFE)

**TAFE award course**

**Other qualification, certificate of attainment or competence**

**Final year of secondary education at a school or TAFE**

## SECONDARY EDUCATION

(a) Did you **complete** secondary education at a TAFE?

 Yes No

If yes, year completed

(b) Did you **complete** Year 12 at an Australian high school?

 Yes No

If 'yes', in which Australian state?

Year completed

Do not complete (c) if you answered 'yes' to (b).

(c) Did you attend but not **complete** Year 12 at an Australian High School?

 Yes No

If 'yes', in which Australian state?

Year attended

## 6. SUPPORT SERVICES

**Do you have a disability, injury, illness or medical condition which may affect your studies?**

 Yes No

If 'yes', please indicate the area(s) of impairment

Hearing

Vision

Mobility

Learning

Medical

Other

**If 'yes' would you like to receive advice on support services, equipment and facilities which may assist you?**

 Yes No

## 7. CLOSING DATES

Closing dates are the Monday two weeks prior to the commencement of the term for which you are applying – please refer to the Calendar of Principal Dates at [www.cqu.edu.au/handbook](http://www.cqu.edu.au/handbook).

**Please note that cross-institutional enrolment is valid for one academic year only. Students wishing to continue cross-institutional enrolment at CQUniversity in years subsequent to the year of original enrolment, must submit a new Application for Enrolment and approval by these Closing Dates. Students wishing to add courses or change previously approved courses during their year of cross-institutional study, need only submit further written approval from their home institution to Admissions.**

## 8. LATE APPLICATIONS

Late applications will be processed on a case by case basis. Please check with the Student Advice Team on 13 27 86 for final dates. However, the University reserves the right to cease accepting applications where applications are received after the advertised closing dates.

## 9. INFORMED CONSENT (see Note 3)

I understand that:

- CQUniversity is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation or retrieval of a Commonwealth Higher Education Student Support Number (CHESSN);
- CQUniversity will disclose this information to Department of Education and Training (DET) for those purposes;
- DET will store the information securely in the Higher Education Information Management System;
- DET may disclose the information to the Australian Taxation Office (ATO); and
- CQUniversity and DET will not otherwise disclose the information without my consent unless required or authorized by law.

**Applicant's signature**

**Date**

 /  /

## 10. DECLARATION

### (You must sign this declaration otherwise your application will be returned to you)

I agree to obey the rules of CQUniversity. I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in a cancellation of enrolment at any stage. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications, studies and experience and hereby authorise the University to access my results from other institutions directly or through QualSearch when assessing this application. (Students are required to note that the University reserves the right to collect, store and disclose information concerning any acts of record falsification or other irregular acts in relation to a student.) I hereby also give written consent to the University to provide details of my enrolment to DET or other government agencies to whom the information must be provided under Australian law.

## 11. CHECKLIST

- Completed **ALL** sections of the Application Form
  - Signed the Declaration
  - Attached original **certified** copy or original copy of your approval
  - Attached **certified** proof of name change (if applicable)
  - Signed the Informed Consent and read Note 3 to understand the implication of withholding consent (if applicable)
  - Email application to: **apps@cqu.edu.au** (Where possible please use your CQUniversity account to submit your application)
- Alternatively post your application to: **Admissions  
CQUniversity Australia  
Building 65, Bruce Highway  
Rockhampton QLD 4702**

If you have any queries, please contact the Student Advice Team on 13 27 86 or [contactus.cqu.edu.au](mailto:contactus.cqu.edu.au).

## 12. NOTES

### 1. Previous family name

Applicants who have previously been enrolled at CQUniversity or its antecedents (UCQ, UCCQ or CIAE) under a different name to the one in which they are now applying, **OR** applicants whose supporting documents are not in the applicant's current name (as it appears on this application form) **must include a certified copy of the relevant documentation validating the name change, eg marriage certificate, deed poll or decree nisi.**

### 2. Course enrolment

In CQUniversity terminology, a 'course' is a subject or unit of study. You will only be considered for enrolment in courses for which you have provided the correct approval from your home university. You are responsible for determining if you meet prerequisites for your selected courses. Please check availability and prerequisites in the CQUniversity Handbook at [www.cqu.edu.au/handbook](http://www.cqu.edu.au/handbook).

The numeric part of the CQUniversity course code starts with '1' for undergraduate courses and '2' for postgraduate courses.

If you wish to cancel your enrolment, you must email Admissions at [apps@cqu.edu.au](mailto:apps@cqu.edu.au) (from your student email account) before the last date to drop for the term as stated in the Calendar of Principal Dates in the CQUniversity Handbook at [www.cqu.edu.au/handbook](http://www.cqu.edu.au/handbook).

### 3. Why do I need to give informed consent to CQUniversity?

The Commonwealth Government requires all existing and new students to provide their informed consent for their personal, identifying information to be provided to DET for the retrieval of their Commonwealth Higher Education Student Support Number (CHESSN), and the Australian Taxation Office (ATO) for the management of their Commonwealth assistance.

Your CHESSN will be used to manage:

- assistance using the Commonwealth Higher Education Loan Program (HELP): FEE-HELP, OS-HELP, SA-HELP and HECS-HELP
- Commonwealth Learning Scholarship assistance
- any other Commonwealth assistance you may receive
- Your CHESSN is printed on the Commonwealth Assistance Notice issued within 28 days of each term's census date. If you choose not to provide your consent, you cannot be enrolled as a Commonwealth supported student at CQUniversity and/or you will not be eligible for assistance through any of the Commonwealth HELP programs. Information about Commonwealth assistance is available on DET's Going to Uni website: [www.studyassist.gov.au](http://www.studyassist.gov.au).

### Office Use Only

Stud no	Prog code	Sub cat
App no	Load	Act reas
Inf cons (Y/N)	Campus	DB entry
Chessn panel	Mode	

To faculty	Interim	Offer
Ret faculty	Ack	Rej/L

Accept (A) / Reject (R) Assessor ..... Date .....

Comments.....  
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