

NON AWARD AND CROSS INSTITUTIONAL ENROLMENTS ***This Application is for the use of International Students Only***

Applicants should read this leaflet before completing their application and retain for information

Non Award enrolment refers to all enrolments in courses or a sequence of courses which do not lead to or count towards a formal award of the University of New South Wales.

Non Award enrolments fall into two categories; **Voluntary** and **Cross Institutional**.

A **Voluntary** course enrolment is where the student enrolls in a course either out of interest, or to develop professional competence in an area of specialisation. Students enrolled in award programs sometimes simultaneously enrol voluntarily in courses additional to their award requirements. Tuition fees are set annually.

Cross Institutional enrolment is where a student enrolls in a course at UNSW for credit towards an award at another **Australian** tertiary institution in which the student is concurrently enrolled. **Before an application for Cross Institutional enrolment can be approved, the student must submit the home institution's written confirmation that the course/s applied for will be credited towards their degree.**

APPLICATION INSTRUCTIONS

Re-Enrolling Students

Students who enrol in a Non Award program may add courses for subsequent semesters of the **same** academic year by completing a **Variation of Enrolment** form available from UNSW Student Central, Lower Ground Floor of the Chancellery. No application fee applies. Students must lodge the **Variation of Enrolment** form with the Admissions Office (Non Award) by the application closing date of the semester to which they are applying.

Cross Institutional applicants must provide written approval from their home institution for the additional course/s. This approval letter **must** accompany the **Variation of Enrolment** form.

Commencing Students

All applications must be made on the form, **Application Form for International Non Award or Cross Institutional Students**, which is available from UNSW Student Central, Lower Ground Floor of the Chancellery, or the UNSW website <http://www.unsw.edu.au/futurestudents/nonaward>

Applicants must complete all questions on the application form. The application form together with an original or certified copy of your academic transcript/s and home institution approval (if Cross Institutional) should be lodged with the Admissions Office (Non Award). Applicants will be advised in writing of the outcome of their application.

Summer Semester courses

Completed applications for Summer Semester must be lodged with the Admissions Office (Non Award) by **30 November**. A non-refundable application fee of \$100.00 is payable at the time of lodgement of application. **Applications received after 30 November will NOT be processed.**

Semester 1 courses

Completed applications for Semester 1 must be lodged with the Admissions Office (Non Award) by **31 January**. A non-refundable application fee of \$100.00 is payable at the time of lodgement of the application.

Late Applications – applications may be accepted after the closing date subject to institution quotas.

Applications received after the commencement of semester will NOT be processed. As well as the \$100.00 application fee, a non-refundable late application fee of \$100.00 will be imposed on applications received after the closing date bringing the total fee for application to \$200.00. It is advisable to contact the Admissions Office (Non Award) before submitting a late application.

Winter Semester courses

Completed applications for Winter Semester must be lodged with the Admissions Office (Non Award) by **31 May**. A non-refundable application fee of \$100.00 is payable at the time of lodgement of the application.

Applications received after 31 May will NOT be processed.

Semester 2 courses

Completed applications for Semester 2 must be lodged with the Admissions Office (Non Award) by **30 June**. A non-refundable application fee of \$100.00 is payable at the time of lodgement of the application.

Late Applications – applications may be accepted after the closing date subject to institution quotas.

Applications received after the commencement of semester will NOT be processed. As well as the \$100.00 application fee, a non-refundable late application fee of \$100.00 will be imposed on applications received after the closing date bringing the total fee for application to \$200.00. It is advisable to contact the Admissions Office (Non Award) before submitting a late application.

ENGLISH LANGUAGE PROFICIENCY

All applicants whose first language is not English must be able to provide recent evidence that their spoken and written command of the English language is adequate for entry into the courses at UNSW. The required evidence may take the form of results from an approved English Language test ***undertaken no more than two years prior to the date of the offer of a place at UNSW.***

Please Note: Only ORIGINAL test certificates are acceptable. The University does not accept certified copies of English Language Results.

Alternatively, applicants whose first language is not English, but who have undertaken a minimum of ***one*** year full-time study at an accredited university or post-secondary educational institution where the sole language of instruction was English, will not be required to undertake a language test if they can provide a statement or certificate issued by the Registrar's office of that institution confirming this. This study must have been undertaken no more than ***two years*** prior to the date of the offer of a place at UNSW.

RULES AND GUIDELINES

- 1 Non Award enrolment in a course, taken either Voluntarily or Cross Institutionally, may be permitted provided that the student has appropriate educational qualifications and in each case the Head of the School offering the course considers that the student will benefit from the enrolment, that accommodation is available, and that the enrolment does not prevent a place in the course being available to a student proceeding to an award.
- 2 The Registrar may limit the number of Non Award courses in which a student may enrol, ***regardless of the permission to enrol that the student may have received from Heads of Schools offering the courses.*** In general, students will not be permitted to enrol in more than four half-year courses in any one academic year.
- 3 A student who is under exclusion from any course in the University may not enrol in that course as a Voluntary enrolment.
- 4 A student who is under exclusion from any program at the University may not enrol in any course which forms a compulsory component of the program from which the student is excluded.

- 5 A student who is subsequently admitted to an award program at the university, for which the courses completed as a Non Award student form a part, may apply for credit for those courses.
- 6 As a general rule the University does not permit Non Award enrolments in first year undergraduate courses. In addition, the University may decline permission to enrol in a course if the student has not completed pre-requisites for that course.

FEES AND CHARGES

International students are liable for tuition fees for all Non Award enrolment in courses. This is irrespective of whether or not you are concurrently enrolled in an award program at the University. **All** students required to hold a student visa or other temporary visa for residence in Australia are deemed to be 'International' students for the purpose of determining tuition fees for Non Award enrolments. The tuition fees payable in 2005 are set out on page 4 of this leaflet.

International students are required to pay the international tuition fee for any Non Award courses they undertake. In addition, students holding a student visa and not concurrently enrolled in an award program are required to enrol in a minimum 75% of the normal full-time load for the program appropriate to the courses they are taking.

Student Activity Fees*

In addition, compulsory Student Activity Fees must be paid. For Kensington students enrolled in 2006 these amount to \$256.80 (full-time) / \$204.00 (part-time), and for COFA students enrolled in 2006, \$175.40 (full-time) / \$125.80 (part-time). Student Activity Fees are subject to the Australian Goods and Services Tax (GST) which is levied at 10%.

*Student Activity Fees are subject to change pending the outcome of proposed changes to Commonwealth legislation.

Overseas Student Health Cover (OSHC)

It is a requirement of the Australian government that Student Visa holders take out medical insurance (OSHC) for the duration of their study. To secure a visa, students must pay OSHC for the full duration of their Non Award enrolment or show evidence that they already have cover through a registered provider. The University's preferred provider is currently Medibank Private. However, this is under review. Students must be aware that quoted charges in the offer letter are subject to change. Should increases occur, payment received at the lower rate will result in cover for a shorter period of time. Students will be advised of any changes when collecting their membership cards from the Medibank kiosk on campus. For further information please see <http://www.medibank.com.au>

***For further information about Tuition Fees please see
<https://my.unsw.edu.au/student/fees/FeesMainPage.html>***

Student Identification Cards (Student ID card)

The Student ID card, which is available after you have been enrolled, is to be carried at all times as evidence of your right to be on campus and for borrowing rights with the Library.

Unipass

When you collect your Student ID card you will also be issued with a Unipass so that you can check your enrolment, **Statement of Student Debt** and your assessment results. UNSW does not mail **Statements of Student Debt** or assessment results to students. Students **must** access their **Statement of Student Debt** and assessment results via their myUNSW online account at www.my.unsw.edu.au

Schedule of 2006 International Non-Award Tuition Fees

<i>Band</i>	<i>Faculty</i>	<i>Undergraduate</i>	<i>Postgraduate</i>
01	Arts and Social Sciences courses per UOC	\$350	\$350
01	General Education courses per UOC	\$350	N/A
02	Built Environment courses per UOC	\$400	\$400
02	COFA courses per UOC	\$400	\$400
02	Law/ ATAX courses per UOC	\$400	\$400
02	Commerce and Economics courses per UOC	\$400	\$455
03	Engineering courses per UOC	\$455	\$455
03	Science courses per UOC	\$400 - \$455	\$400 - \$455
04	Medicine (Non MBBS) courses per UOC	\$455 - \$750	\$350 - \$455

Please note that most courses are worth 6-8 Units of Credit (UOC)

The cost of each course is calculated by the (number of units) x (quoted fee) = cost of course. A six unit undergraduate course in the Faculty of Commerce and Economics in 2006, for example, would cost (6) x (\$400) = \$2400.00

FURTHER INFORMATION

Contact the Admissions Office (Non Award)
University of New South Wales
UNSW SYDNEY NSW 2052

Telephone: +61 2 9385 3228
Email: ugadmis@unsw.edu.au

Application form and information leaflet also available on the web site:
<http://www.unsw.edu.au/futurestudents/nonaward>

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