

NON AWARD or CROSS INSTITUTIONAL ENROLMENT

This Application is for the use of Local 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**. This approval will also need to include details of the student's current fee status i.e. Commonwealth Supported or Tuition Fee-paying.

APPLICATION INSTRUCTIONS

Re-enrolling Students

Students who enrol in a Non Award program (Voluntary or Cross Institutional) may add courses for subsequent semesters of the **same** academic year by completing a *Course Enrolment Variation* form available from UNSW Student Central or the myUNSW website my.unsw.edu.au/student/academiclife/Forms.html. No application fee applies. Students must lodge the *Course Enrolment Variation* form with the Admissions Office (Non Award) by the commencement of the semester to which they are applying.

Cross Institutional students must provide written approval from their home institution for the additional course/s. This approval letter must be an original or certified copy* and **must** accompany the *Course Enrolment Variation* form.

Commencing Students

All applications must be made on the form, *Application for Admission: Non Award or Cross Institutional*, which is available on the UNSW website 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 Term courses

Completed applications for Summer Term must be lodged with the Admissions Office (Non Award) by:

- 15 November** for courses offered in Teaching Period **U1 & U1A** and
- 15 December** for courses offered in Teaching Period **U1B**.

Applicants applying for Voluntary enrolment are required to pay a non-refundable application processing fee of \$50.00 at the time of lodgement of the application. **Applications received after the published closing date for the relevant Teaching Period (see above) will NOT be processed.**

Semester One courses

Teaching Period One (T1) & Teaching Period One-A (T1A)

Completed applications for Semester One must be lodged with the Admissions Office (Non Award) by **10 February**. Applicants applying for Voluntary enrolment are required to pay a non-refundable application processing fee of \$50.00 at the time of lodgement of the application.

Late Applications may be accepted after the closing date subject to institution quotas. **Applications received after the commencement of Semester (ie. after the commencement of Week One) will NOT be processed.** A non-refundable late application fee of \$100.00 will be imposed on applications received after the closing date, bringing the total amount payable to \$150.00 for Voluntary enrolments and \$100.00 for Cross Institutional enrolments. It is advisable to contact the Admissions Office (Non Award) before submitting a late application.

Teaching Period One-B (T1B)

Completed applications for Semester One (T1B) must be lodged with the Admissions Office (Non Award) by **10 April**. Applicants applying for Voluntary enrolment are required to pay a non-refundable application processing fee of \$50.00 at the time of lodgement of the application. **Applications received after the published closing date will NOT be processed.**

Semester Two courses

Teaching Period Two (T2) & Teaching Period Two-A (T2A)

Completed applications for Semester Two (T2 & T2A) must be lodged with the Admissions Office (Non Award) by **10 July**. Applicants applying for Voluntary enrolment are required to pay a non-refundable application processing fee of \$50.00 at the time of lodgement of the application.

Late applications may be accepted after the closing date subject to institution quotas. **Applications received after the commencement of semester (ie. after the commencement of Week One) will NOT be processed.** A non-refundable late application fee of \$100.00 will be imposed on applications received after the closing date, bringing the total amount payable to \$150.00 for Voluntary enrolments and \$100.00 for Cross Institutional enrolments. It is advisable to contact the Admissions Office (Non Award) before submitting a late application.

Teaching Period Two-B (T2B)

Completed applications for Semester Two (T2B) must be lodged with the Admissions Office (Non Award) by **20 August**. Applicants applying for Voluntary enrolment are required to pay a non-refundable application processing fee of \$50.00 at the time of lodgement of the application. **Applications received after the published closing date will NOT be processed.**

ENGLISH LANGUAGE PROFICIENCY

All applicants, whether local or international, for admission to any UNSW program delivered either in Australia or overseas, who do not have an assessable qualification undertaken and assessed in English, must provide evidence that their English language ability meets the minimum requirements for admission. The required evidence may take the form of results from an approved English Language test undertaken no more than **two years** prior to the commencement of study at UNSW. **Please Note: Only ORIGINAL test certificates are acceptable. The University does not accept certified copies of English Language Results.** Please see www.unsw.edu.au/elp for further details.

FEES AND CHARGES

LOCAL STUDENTS – CROSS INSTITUTIONAL

Commonwealth Supported (upfront or deferred HECS-HELP)

If you are enrolled as a Commonwealth Supported student at your home institution, you may be eligible for a Commonwealth Support for your studies at UNSW. If applicable, you will be required to submit (**with your application**) evidence of your Commonwealth Supported Student status at

your home institution. Acceptable evidence includes an original or certified copy of a current Student Fee Statement, or a Confirmation letter from your home institution confirming your Commonwealth Supported status, or a Notice of Liability from your home institution (liability notices from the ATO are not acceptable).

If your application to study as a Cross Institutional student is successful, you will need to complete a *Request for Commonwealth Support and HECS-HELP* form as part of the acceptance process.

Tuition Fee-paying

If you are enrolled as a Tuition Fee-paying student at your home institution you will be charged tuition fees for your Cross Institutional enrolment at UNSW (see below). Eligible students may apply for FEE-HELP.

LOCAL STUDENTS – VOLUNTARY

Tuition fees are payable for all Non Award Voluntary enrolments. Fees for 2009 and are set out in the table below. FEE-HELP is not available.

SCHEDULE OF 2009 LOCAL NON-AWARD TUITION FEES

Faculty	Undergraduate	Postgraduate (Coursework)
Arts and Social Sciences courses per UOC	\$425	\$320
Built Environment courses per UOC	\$480	\$340
COFA courses per UOC	\$455	\$355
Law / Atax courses per UOC	\$490	\$350
Business courses per UOC	\$540	\$430
Engineering courses per UOC	\$535	\$405 - \$485
Science courses per UOC	\$555	\$355 - \$430
Medicine courses per UOC	\$555 - \$855	\$325 - \$460

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 Business in 2009, for example, would cost (6) x (\$520) = \$3240.00

**For further information about
Access to Fee Statements/Payment Due Dates/Tuition Fees/HECS-
HELP/FEE-HELP
please see my.unsw.edu.au/student/fees/FeesMainPage.html**

STUDENTS WITH DISABILITIES

UNSW has a policy of equal opportunity in education and seeks wherever possible to ensure maximum participation of students with disabilities.

A range of assistance is offered, including examination support, specialised equipment, educational support, parking provisions and library assistance. If you have a disability please make contact with the Student Equity and Disabilities Unit on telephone (02) 9385 4734 prior to or immediately following enrolment to discuss your support needs.

*WHAT IS A CERTIFIED COPY?

A 'certified copy' is a copy of an original document that is verified or notarised as a true copy by an authorised person. This person may be: a public notary, staff of Australian diplomatic missions, Justice of the Peace (must bear the official registration number), IDP Education Australia staff, administration of the institution which issued the document, authorised representatives of UNSW, authorised UNSW offshore office staff.

To have your documents certified, you will need to give both the original and the copy to the person certifying the document. Each page of the document must be certified separately, and must show clearly:

- the words 'I certify this to be a true copy of the document shown and reported to me as the original'
- the signature of the certifying officer
- the name and address or provider/registration number of the certifying officer or notary printed legibly below the signature. UNSW must be able to contact the certifying officer or notary directly if necessary
- official stamp or seal of the certifier's organisation (if available).

All copies of documents (including English translations where applicable) which you send to UNSW must be certified. Faxed copies of documents will only be accepted if faxed directly from the administration of the institution which issued the document.

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 University 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 24 units of credit 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.

FURTHER INFORMATION

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

Telephone: +61 2 9385 3228

Email: nonaward@unsw.edu.au

www.unsw.edu.au/futurestudents/nonaward

APPLICATION FOR ADMISSION: NON AWARD VOLUNTARY OR CROSS INSTITUTIONAL – LOCAL STUDENTS



UNSW
THE UNIVERSITY OF NEW SOUTH WALES
CRICOS PROVIDER CODE 00098G

1. Personal Details

Have you applied to UNSW before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, what is your Student ID Number? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Family Name:		Date of Birth (dd/mm/yyyy): / /	
Given name(s):		Sex: <input type="checkbox"/> M or <input type="checkbox"/> F	
Mailing Address:			
			Post code:
Email:			
Phone Work: ()		Home: ()	Mobile:
<input type="checkbox"/> Australian Citizen		<input type="checkbox"/> New Zealand Citizen*:	
<input type="checkbox"/> Australian Permanent Resident*		Country of Citizenship: _____	

* You MUST attach a certified copy of your Australian Permanent Residency visa or New Zealand passport information.

2. Application Details

Are you applying for voluntary or cross-institutional non-award enrolment? <input type="checkbox"/> Voluntary <input type="checkbox"/> Cross-institutional	
If cross-institutional, name the institution and program towards which the course/s will count. Program: _____ Institution: _____	
I am enrolled as a: <input type="checkbox"/> Commonwealth Supported Student (up-front or deferred) <input type="checkbox"/> Domestic Fee Paying Student	
<input type="checkbox"/> Home Institution Approval Attached (Note that this application will not be accepted without the written confirmation of your home institution that the course/s will be credited towards award requirements).	
If voluntary, why do you wish to enrol as a non-award student?	

3. Course/s Applied For

	UNSW Course Code	Semester (eg Summer, S1, S2)	Course Name
1			
2			
3			
4			
5			
6			

4. Tertiary Studies

Institution and country	Degrees and Diplomas held or being completed	Completed? Yes or No	Years of Study eg. 1998-2002	Year of graduation

Are you currently enrolled at a tertiary institution? Yes No If Yes, where? _____

Have you previously been, or are you liable for exclusion from any tertiary institution? Yes No

5. Details of Professional Experience

Applicants for admission to courses having a professional experience requirement must attach Curriculum Vitae or Resume which details their experience including name of employer, dates of service and nature of duties or position occupied.

6. English Language Proficiency

All applicants, whether local or international, for admission to any UNSW program must provide evidence that their English language ability meets the minimum requirements for admission. Please see www.unsw.edu.au/elp for further details.

7. Check List

YOUR APPLICATION CANNOT BE CONSIDERED UNLESS ALL REQUESTED DOCUMENTS ARE ATTACHED.

A. I have included with this application form

Official Academic Transcripts

Original or certified copies of ALL previous tertiary studies (awards gained, marks and grades). If not in English official translations into English plus certified copies of the original language document will be required. Please note: Exam/Result notices and web statements are not acceptable.

CV/Resume

Applicants for admission to courses having a professional experience requirement must attach Curriculum Vitae or Resume which details their experience including name of employer, dates of service and nature of duties or position occupied.

Australian Permanent Residents and New Zealand Citizens

A certified copy of your passport page showing personal details and if applicable your Australian Permanent Residency visa.

Late Application Fee

Applications submitted after the closing dates are liable for a \$100 late application fee. Please note: Non Award voluntary applicants must pay this in addition to the \$50 application fee.

B. If you are applying to study as a Cross Institutional student, you must provide the following in addition to the checklist items listed in 'A'

Home Institution Approval

An original or certified copy of your home institution's written confirmation that the course/s applied for will be credited towards your degree.

Home Institution Fee Liability Status

Commonwealth Supported Students (CSS) - In order to verify your status as a Commonwealth Supported Student you are required to submit evidence of your current fee liability status at your home institution. Acceptable evidence includes: an original or certified copy of a current Fee Statement, or a Confirmation letter from your home institution confirming your CSS status, or a current Notice of Liability or Commonwealth Assistance Notice (CAN) from your home institution. Please note: Web printouts will be accepted if stamped by Student Administration of your home institution. ATO HECS Liability Notices are not acceptable.

Tuition Fee paying students - no fee documentation required at the time of application.

C. If you are applying to study as a Non Award voluntary student, you must provide the following in addition to the checklist items listed in 'A'

Application Fee

The application fee (non-refundable) of \$50 payable by bank draft/bank cheque/cheque in Australian dollars made out to The University of New South Wales or complete the credit card authorisation for payment section below. Payable per application.

8. Privacy Notification

The University of New South Wales (UNSW) acknowledges and respects the privacy of individuals. The information you have provided in your application form is 'personal information' as defined by the Privacy and Personal Information Act, 1998 (NSW) [The Act].

The information you provide is collected and held by UNSW for administrative and statistical purposes in order to assess your application for admission and to send you information about UNSW activities that may be of interest to you. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and the UNSW Privacy Management Plan. UNSW will not disclose your personal information without your consent and without due cause, except as required by law. You have the right to refuse this consent, but if the consent is not given, your acceptance may not be processed. I understand that I am subject to UNSW rules of misconduct and that an adverse finding may be disclosed to my home institution. Express consent to disclosure is given below.

9. Declaration and Consent

I declare that the information submitted in my application is correct and complete. I authorise the University to obtain information from any educational institution previously or currently attended by me. If any information supplied by me is considered to be untrue, incomplete or misleading in any respect, I understand the University may take such action as it believes necessary, including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it, and I consent to such disclosure. I understand the University reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information.

Name: _____

Signature: _____ Date: ____ / ____ / ____

****Unsigned applications will not be processed.****

10. Payment (please tick one box)

If you require a receipt please enclose a stamped, self-addressed envelope.

I am applying for Voluntary Non-Award enrolment. I enclose payment of \$50.00 **OR**

I am applying for Voluntary Non-Award enrolment. I acknowledge that my application will be received after the closing date and enclose payment for the application fee and the late application fee totalling \$150.00. I acknowledge that applications received after the commencement of semester will **NOT** be processed. **OR**

I am applying for Cross-Institutional enrolment. I acknowledge that my application will be received after the closing date and enclose payment of \$100.00. I acknowledge that applications received after the commencement of semester will **NOT** be processed.

Please debit my credit card Mastercard or Visa

Expiry Date: ____ / ____ Name of Cardholder: _____ Signature of: _____
cardholder

Application Deadlines

A listing of the University's closing dates for Non Award and Cross Institutional applications can be found in the attached information or at www.unsw.edu.au/futurestudents/nonaward

Send your complete application and application fee (if applicable) to:

Admissions Office (Non Award)
UNSW Sydney NSW 2052
Australia
Facsimile: +61 2 9662 4241
Phone: +61 2 9385 3228