

NON AWARD or CROSS INSTITUTIONAL ENROLMENT

This Application is for the use of Domestic 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.

Choosing a Course

The UNSW Online Handbook is a 'one-stop shop' for prospective and current students seeking information about studying at UNSW. It contains detailed information about all courses (subjects) offered by the University. The Handbook offers the latest information on approved courses and provided details of course information. Please see www.handbook.unsw.edu.au

Once you have decided on the course/s you would like to undertake, you can check availability by 'Teaching Period' or 'Subject Area' using the UNSW Class Timetable available at www.timetable.unsw.edu.au

Details of Semester commencement and Teaching Period dates can be found in the UNSW Academic Calendar <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>

How to Apply

Re-enrolling Students

Students who are currently enrolled in a Non Award program (Voluntary or Cross Institutional) may add courses for the following semester/session 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) prior to the commencement of the semester/term/session 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

The completed 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.

English Language Proficiency

All applicants, whether domestic 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 see www.unsw.edu.au/elp for further details.

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

Fees and Charges

DOMESTIC 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 Commonwealth Support for your studies at UNSW. If applicable, you will be required to submit (**with your application**) the Cross Institutional Enrolment Confirmation of Fee Status form provided with this application. The Fee Status form needs to be completed by an authorised representative from your home institution. Please note, UNSW cannot process your application without this.

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.

DOMESTIC STUDENTS – VOLUNTARY

Tuition Fee-paying

Tuition fees are payable for all Non Award Voluntary enrolments. FEE-HELP is not available.

For further information about
Access to Fee Statements/Payment due dates/Tuition Fees/
Student Contribution charges/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.

Application Deadlines

Summer Term & AGSM MBA Session 1 (MG1) 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 & MG1** and
25 November for courses offered in Teaching Period **U1C** 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 will NOT be processed.

Semester One courses

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

Completed applications for Semester One (T1 & T1A) 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 **prior** to the commencement of Week One subject to institution quotas. 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. Applicants are advised to contact the Admissions Office (Non Award) before submitting a late application.

Teaching Period One-B (T1B) & AGSM MBA Session 2 (MG2)

Completed applications for Semester One (T1B) and AGSM MBA Session 2 (MG2) 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 **prior** to the commencement of Week One subject to institution quotas. 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. Applicants are advised to contact the Admissions Office (Non Award) before submitting a late application.

Teaching Period Two-B (T2B) & AGSM MBA Session 3 (MG3)

Completed applications for Semester Two (T2B) and AGSM MBA Session 3 (MG3) must be lodged with the Admissions Office (Non Award) by **31 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.

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 – DOMESTIC 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 a 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 domestic 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. 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 a 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) - The Cross Institutional Enrolment Confirmation of Fee Status form completed by your home institution.
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 information you provide on this application form is "personal information" as defined by the Privacy and Personal Information Act 1998 (NSW) [the Act]. It is collected and held by UNSW in order to process your application, admission and enrolment; to send you information regarding UNSW or third party courses or other university matters determined to be of potential interest to you; for administrative and statistical purposes; and (if this application isn't accepted) to process your application in relation to other courses offered by UNSW or related parties that may be of interest of you. We may disclose your information to others inside and outside NSW, including our related entities such as UNSW Global Pty Ltd, for the same purposes, and you consent to such bodies (including UNSW Global) acting upon your information and communicating with you regarding such courses, up to and including making offers in relation to those courses. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and UNSW Privacy Management Plan. UNSW will not disclose your personal information without your consent and without due cause, except as authorised by law. You have the right to refuse this consent, but if the consent is not given your application may not be processed. By signing this document you accept these conditions.

9. Declaration and Consent

I declare that the information declared on this form is complete and correct. 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. I have made this application having had access to sufficient information regarding UNSW programs, courses, fees, costs, facilities and services. I understand the University reserves the right to make alterations to any matter offered in its publications without notice and that this agreement does not remove my right to take further action under the Australian consumer protection laws.

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 Bankcard Mastercard 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

CROSS INSTITUTIONAL ENROLMENT AT UNSW – CONFIRMATION OF FEE STATUS



UNSW
THE UNIVERSITY OF NEW SOUTH WALES

SECTION 1: PERSONAL AND HOME PROVIDER DETAILS

Family Name:	UNSW Student ID (if known):
Given Name:	
Date of Birth	
Telephone:	Email:
Home Institution Name:	
Name of Program towards which credit will be granted:	

SECTION 2 : STUDENT LIABILITY STATUS DETAILS – HOME INSTITUTION TO COMPLETE

Is the student Commonwealth Supported? Yes No

If yes, is the student classified as a Pre 2008 student? Yes No

Is the student classified as a Post 2008 Commonwealth Supported student for units in accounting, administration economics and commerce? Yes No

Is the student classified as a Post 2009 Commonwealth Supported student for units in mathematics, statistics and science? Yes No

Is the student classified as a Post 2010 Commonwealth Supported student for units in education and nursing? Yes No

Is the student eligible for both Pre 2008 and Post 2009 rates? Yes No

If yes, please state reason: _____

If the student is not Commonwealth Supported, are they eligible for FEE-HELP Assistance? Yes No

Authorised Officer's Name: _____ Title: _____
(Please print)

Contact Telephone: _____ Date: _____

University Stamp: