Australian College of Theology
Application for Enrolment
Coursework Unit Application Form

This form is for students applying to continue in their existing course only. For new courses (including transfers), students must complete a Course Application Form.

If any details regarding course payment method, citizenship, disabilities or medical conditions, or tertiary qualifications have changed since you first enrolled in this course, please inform your College Registrar when submitting this form.

A reminder to submit any relevant identity documents, Working With Children Check (if applicable), and evidence of previous studies.

APPLICANT DETAILS:

Legal name in Full (as shown on your Passport): ....

                               Title   *First Name(s)*   *Surname*

Preferred Name: .... **Date of Birth** (DD/MM/YYYY) .... **Gender:** ☐ Male ☐ Female ☐ Unspecified

ACT student number: .... **USI** (Unique Student Identifier): ……………………………………

Contact Details:

Term address:

No. & Street:		Suburb:	
State:		Postcode:	Mobile:
Phone:		Emergency Contact: (name, phone number and relationship)	
Email:			

Permanent home address (overseas students and Temporary Permit Visa holders MUST fill in their HOME country details):

No. & Street:					
Suburb		State:		Postcode:	
Country		Email:			
Phone:		Mobile:			

UNIT ENROLMENT:

Continuing course title: ………………………………………………………………………………………………….....................

Enrolment in ACT units

- *48cps per six-month period is considered a normal full-time enrolment.*
- *No more than 60cps of units can be concurrently enrolled.*

Unit Code:	Unit title:	Delivery mode *(on campus, off-campus, intensive, study contract)*	Payment method ^ *(FEE-HELP or up-front)*	College*	Semester

^ Tuition fees for units are outlined at actheology.edu.au/fees. See website for FEE-HELP eligibility and application process.
***If you are planning to enrol in unit(s) at another ACT college, please make sure to inform your primary college.**

APPLICATION AND DECLARATION:

I apply to be enrolled in the Course and Units set out above and agree that, upon acceptance, I will be enrolled at the Australian College of Theology on the terms set out above.

Unless I am applying for cross-institutional enrolments or Single Unit Study, I note that am enrolling in units contributing to the completion of a course of the Australian College of Theology and I declare my intention to complete this course of study.

Should I be accepted as a student of the Australian College of Theology, I will abide by its rules and policies. I understand that I can access the rules and policies relating to my course and my enrolled units on the website of the Australian College of Theology at www.actheology.edu.au.

In particular, I acknowledge that I have read, understand and accept:
- the Grievance Resolution Policy for Domestic/Overseas Students; and
- (if I am an overseas applicant) the ACT Refund Policy and Agreement for Overseas Students.

I also understand that:
- The Australian College of Theology is collecting the information in this form for the purpose of assessing my eligibility for the Higher Education Loan Program under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number to me; and for program administration purposes, including the viewing of survey data by relevant parties.
- The Australian College of Theology will disclose this information to the Australian Government as required under the *Higher Education Support Act 2003*.
- The Australian Government is required to store the information securely.
- The Australian College of Theology may disclose information to government departments in relation to transport concessions.
- The Australian College of Theology and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law.
- My information may be sent to software vendors in order for me to access software relevant to my course at reduced rates, and not on-sold to any provider.
- Work submitted in relation to this course may be submitted to organisations for academic integrity assurance.

Noting that giving false or misleading information is a serious offence under the Criminal Code, I confirm that, to the best of my knowledge, all the information in this form is correct.

Signature of applicant ....……………............   Date: ….…...........................

(NB: only the applicant may sign this form – no proxy signatures will be accepted)