



## 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 <i>(on campus, off-campus, intensive, study contract)</i>	Payment method ^ <i>(FEE-HELP or up-front)</i>	College*	Semester
				Ridley	
				Ridley	
				Ridley	
				Ridley	
				Ridley	
				Ridley	
				Ridley	
				Ridley	

^ Tuition fees for units are outlined at [actheology.edu.au/fees](http://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](http://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.
- I have read and acknowledge ACT's statement on COVID-19 vaccination.
- 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)

# ADDITIONAL ENROLMENT INFORMATION

## ALL STUDENTS:

### UPDATING YOUR DETAILS

ONLY UPDATE the details that have changed since you were last enrolled at Ridley.

spouse:

children:

name and denomination of the church you currently attend:

occupation and place of employment:

have you been accepted for ordination?

If YES for which diocese and denomination?

some of my details have changed:

eg. citizenship, disabilities/medical conditions, qualifications

## PROTECTION OF PRIVACY

Ridley College will maintain the confidentiality of your personal information at all times, except to the extent necessary to discuss relevant matters with your referees, the Australian College of Theology, and other organisations in relation to the provision of student activities and services.

## CAMPUS STUDENTS:

### vocational mentoring groups:

I am a member of, or would like to join one of, the following vocational mentoring groups in 2022:

- Anglican Institute (ordination candidate)\*
- Anglican Institute (year of discernment)\*
- Children's and Youth Ministry
- Global Mission
- Missional Leadership
- Research Work

\* please contact the Registrar's Office to obtain an Anglican Institute Application Form. Students should also refer to the Enrolment Guide for associated Anglican Institute fees

## CROSS-INSTITUTIONAL STUDIES, DEFERRING AND DISCONTINUING:

Please advise our office by completing and returning this enrolment form if you are planning to study at another institution, defer or discontinue your studies:

I am planning to study cross-institutionally in:

- sem one    sem two    other

at:

I wish to defer my studies and plan to return in:

- sem one    sem two    sem three   year:

I wish to discontinue my studies

## 2022 ENROLMENT DEADLINES

Chaplaincy in Educational Settings (DE014) >	<b>3 December 2021</b>
Summer intensives (LA003/005, PC204, DE011) >	<b>21 January 2022</b>
Semester one & full year units >	<b>4 February 2022</b>
Centre for Leadership intensives (PC138, PC154) >	<b>20 May 2022</b>
Practice Framework for CYM (DE035) >	<b>13 May 2022</b>
Semester two units >	<b>24 June 2022</b>
Theological Perspectives on Mental Health (PC137) >	<b>19 August 2022</b>
Experiential Leadership Development (PC119) >	<b>3 October 2022</b>
Semester three units >	<b>21 October 2022</b>

Please note that late enrolment may lead to a delay in accessing resources.