

GRADUATE or CURRENT STUDENT APPLICATION FOR

- new course
 course transfer

Information collected on this form is required to be reported to the Department of Education, and will be used to provide targeted support to students.

Please submit this completed form with accompanying information to the Registrar's Office.

full name: _____ **ACT student #:** _____
(as shown on your passport)

USI (Unique Student Identifier): _____
Find your USI at <https://usi.gov.au>

current/completed Ridley course: _____

proposed new course: _____

reason for transfer/new course (please circle): _____

which ridley staff/faculty member have you spoken to regarding course advice and planning?

CONTACT DETAILS:

address: _____

suburb: _____ **pcode:** _____

phone: h _____ m _____

email: _____

COURSE ENROLMENT:

- **new course start/semester date:** _____
- **FEE-HELP:** are you intending to apply for FEE-HELP? yes no
Tuition fees for units are outlined at actheology.edu.au/fees. See actheology.edu.au/fees for FEE-HELP eligibility and application process.
- **intended mode of study:** on-campus online multimode
- **intended workload of study:** full-time part-time

DEMOGRAPHIC:

- Do you identify as Aboriginal and/or Torres Strait Islander?

 Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander Neither

DISABILITY:

Do you have a disability, impairment or a long-term medical condition which may impact your learning experience? **yes** **no** **prefer not to say**

If yes, please indicate the area/s of impairment. Please mark all that apply:

 hearing physical vision medical condition acquired brain injury intellectual specific learning disability mental health condition neurological condition other – please specify _____

disability effective from: _____/_____/_____

If you have said yes to any of the above, would you like to receive advice on support services and facilities which may assist you?

 yes **no**

CITIZENSHIP:

Citizenship status (please tick only one):

 Australian citizen New Zealand citizen Permanent Resident Temporary permit visa (inc Student Visa) Permanent Humanitarian Visa Other (please state): _____

Citizenship status effective from: _____/_____/_____

(applies only if the student provides evidence that their citizenship or residence status has changed)

PARENT DETAILS:

Parent 1 Highest Educational Attainment? (eg. Year 12, TAFE, Dip, BA, MA) _____

Parent 2 Highest Educational Attainment? _____

REGULATION/TERMS OF ENROLMENT:

Overseas Students: The information provided by overseas students to the provider (the Australian College of Theology) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and the provider is required, under section 19 of the ESOS Act 2000, to tell the Department about: (i) certain changes to the student's enrolment; and (ii) any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

Variation of Enrolment: Students who wish to vary their enrolment by addition of or withdrawal from a unit should consult their Affiliated College Registrar for the critical dates that apply to that unit and the procedure to use to apply for a variation. Withdrawal from a unit after the Withdrawal Date will attract a fail (FW) grade. [For more information, see www.actheology.edu.au – Variation of Enrolment]

Closing dates for application: An application for enrolment in a unit lodged after the Administrative Date for the unit may be subject to the Variation of Enrolment Fee.

Credit Transfer / RPL: ACT's Credit Transfer and Recognition of Prior Learning policies are published on the ACT's website www.actheology.edu.au

Grievance Resolution: The ACT's Grievance Resolution Policy for Domestic Students and the Grievance Resolution Policy for Overseas Students are available on the ACT website at www.actheology.edu.au

Refunds of tuition fees: Candidates who withdraw after the census date of a unit and wish to apply for a tuition fee refund must apply in writing to the Registrar of the Australian College of Theology. A copy of the Tuition Fee Refund application form and policy can be found on the Australian College of Theology website www.actheology.edu.au

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)

OFFICE USE ONLY:

- Application added to Meshed and details updated
- Supporting documentation
- Accepted?
- Sent acceptance form | library declaration | enrolment form
- Request new photo
- Acceptance documentation received
- Course added to Paradigm and details updated
- Course added to Meshed
- eCAF invitation
- ACT emailed
- ACT confirmed