

### ENROLMENT IN ACT UNITS

**YEAR:** ..... **SEMESTER:** ..... **ACT STUDENT NUMBER:** .....  
*Returning students only*

**NAME IN FULL:** .....  
*Title First Name(s) Surname*

**CONTACT DETAILS:**

**Term address:**

No. & Street:			
Suburb		Postcode:	
Phone:		Mobile:	
Email:			
Date of Birth			

**Permanent Home address (overseas students MUST fill in their HOME country details):**

No. & Street:			
Suburb		Postcode:	
Country (if not Australia):			
Phone:		Mobile:	
Email:			

**ENROLMENT DETAILS:**

*16cps is considered a normal full-time enrolment. No more than 20cps per semester can be taken.  
 Include all the units you will be studying through Mary Andrews College this semester.*

Course: (indicate one only)	Semester:	Unit Code:	Unit Title:	Day:
DipMin(P1)      AdvDipTh(P1)				
DipTh(P1)      AdvDipTh/Min(P1)				
DipMin/Th(P1)      CertTheol				
DipChrStuds      ASTC				
AdvDipMin(P1)      Other :.....				

**PLEASE COMPLETE THE QUESTIONS BELOW:**

- **Primary Sponsoring College**  
 MAC       Other :.....
- If your Primary Sponsoring College is not MAC, do they know you are taking units at MAC?  
 Yes     No
- Are you a FEE-HELP student?  
 Yes     No
- If yes, have you previously submitted a *Request for FEE-HELP Assistance* form **for this course**?  
 Yes     No  
 If yes, you do not need to apply again.  
 If no, **you will need to apply online at <https://act.edu.net.au>** or request a paper form from the MAC Office. You must apply for FEE Help again if you change your course. If you are applying for the first time, you must fill out this form and wait for your ACT number before proceeding. Instructions for online applications for FEE Help are attached to your confirmation email.
- Have any of your details regarding citizenship, disabilities or tertiary qualifications changed since you first enrolled in this course?  
 Yes     No  
 If yes, please provide details:

**ALL STUDENTS MUST SIGN THIS FORM ON PAGE 2.**  
 Students enrolling in a new course must also complete page 3.

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## REGULATIONS

**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”. By signing this form I acknowledge that I have read, understand and accept the ACTh Refund Policy and Agreement for Overseas Students.

**Variation of Enrolment:** Students who wish to vary their enrolment by addition of or withdrawal from a unit should consult student information distributed by their college for the critical dates that apply to that unit and the procedure to use to apply for a variation. After the Administrative Date and up to the Census Date of a unit, a Variation of Enrolment Fee applies. Withdrawal from a unit after the Withdrawal Date will normally attract a fail (FW) grade. [For more information, see [http://www.actheology.edu.au/students\\_enrol.php](http://www.actheology.edu.au/students_enrol.php) > Variation of Enrolment]

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

**Re-crediting FEE-HELP balance:** Candidates who withdraw after the census dates and wish to apply for re-crediting of their FEE-HELP balance must apply in writing to the Academic Administrator of the Australian College of Theology. A copy of the regulations for re-crediting FEE-HELP balances can be found on the Australian College of Theology website [www.actheology.edu.au/policies.php](http://www.actheology.edu.au/policies.php).

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## DECLARATION:

I have read the regulations and certify that to the best of my knowledge the enclosed details are correct. I understand that my personal information will be stored by the Department of Education and other Australian government departments. I understand that: the information on this form is collected for program administration purposes, including the viewing of survey data by relevant parties. Authority to collect this information is contained in the *Higher Education Support Act 2003*; information may be shared between Australian government departments; and information may not otherwise be disclosed without my consent unless authorised or required by law. I understand that my information may be sent to third parties for the purpose of student surveys, and not on-sold to any provider. I understand that my information may be sent to software vendors in order to access software relevant to my course at reduced rates, and not on-sold to any provider. I understand that work submitted in relation to this course may be submitted to organisations for academic integrity assurance. I understand that my details may be shared with government departments in relation to transport concessions. Graduates’ names are published on the ACT website and handbooks. I understand that I may request for my name not to be published. By enrolling in this accredited course of study I declare my intention to complete this course of study (not applicable to students enrolling in cross-institutional enrolments or non-award studies). I understand that giving false or misleading information is a serious offence under the Criminal Code.

Signature of student/applicant ..... Date: .....

*A typed name is acceptable if you are digitally completing this form.*

*(NB: **ONLY** the candidate may sign this form – no proxy signatures will be accepted)*

**College Principal or Registrar:** I am satisfied that the above candidate has fulfilled the pre-requisites in order to enrol for the above units.

**Affiliated college endorsement:** .....

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**STUDENTS ENROLLING IN A NEW COURSE MUST FILL IN THIS SECTION:**

The government requires the following information as their preferred way of improving the method of gathering data on socioeconomic status from generation to generation, resulting from their *Advancing Equity and Participation in Higher Education* study of 2007.

1a. Parent/Guardian #1 is  Female  Male

1b. What was the highest level of education completed by your parent/guardian #1 (place tick or cross in the appropriate box):

1. Postgraduate qualifications (eg, masters, PhD)	<input type="checkbox"/>
2. Bachelor qualification	<input type="checkbox"/>
3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma)	<input type="checkbox"/>
4. Completed Year 12 or equivalent	<input type="checkbox"/>
5. Did not complete Year 12 or equivalent	<input type="checkbox"/>
6. Don't know	<input type="checkbox"/>
7. Not applicable	<input type="checkbox"/>

2a. Parent/Guardian #2 is  Female  Male

2b. What was the highest level of education completed by your parent/guardian #2 (place tick or cross in the appropriate box):

1. Postgraduate qualifications (eg, masters, PhD)	<input type="checkbox"/>
2. Bachelor qualification	<input type="checkbox"/>
3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma)	<input type="checkbox"/>
4. Completed Year 12 or equivalent	<input type="checkbox"/>
5. Did not complete Year 12 or equivalent	<input type="checkbox"/>
6. Don't know	<input type="checkbox"/>
7. Not applicable	<input type="checkbox"/>

**Have you undertaken Theological Study at another college? If so which college?:**.....

**Prior study (include anything from the HSC onwards):** .....

**Academic basis for admission to this course:**

- Mature age (if over 20 years of age)
- Tertiary Entrance Score (if 20 years or younger)..... (value will range from 30.00 to 99.95)  
(note: Qld students must convert their OP scores)

*The following information is required in order to provide statistical information to the Commonwealth as part of Government reporting requirements.*

**Country of birth:** .....

**Year of arrival in Australia (if not born here):** .....

**Language spoken at home:** .....

**Citizenship status (please tick one only):**

- Australian citizen  New Zealand citizen
- Permanent Resident  Temporary permit visa (incl. Student Visa)
- Permanent Humanitarian Visa  Other (please state) .....

**Do you have a disability, impairment or long term medical condition which may affect your studies?**  Yes  No

If yes, please indicate the area/s of impairment

- hearing  learning  mobility
- vision  medical  other

Would you like to receive advice on support services, equipment and facilities which may assist you?  Yes  No

**Please indicate if any of the following applies to you:**

- Aboriginal  Torres Strait Islander  Overseas student IELTS score(s): .....