



UNIT ENROLMENT FOR VOSE ACT AWARDS

20 Hayman Road, Bentley WA 6102 Australia
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CRICOS Provider Code for Australian College of Theology : 02650E



Student ID Number:

Surname: _____ Given Name(s): _____
 Preferred Name: _____ Title: _____ Date of Birth: _____ Sex: Female Male
 Semester: _____ Year: _____ Mode of Study: Full Time (3-4 units) Part Time (1-2 units)
 Are you intending to complete your course this semester? Yes No

If Yes, Application to Graduate must be attached

Semester Contact Details:

No. & Street : _____ Suburb: _____ Postcode: _____
 Phone: _____ Mobile: _____ Email: _____

Course (ACT CRICOS Course Codes in brackets next to relevant course):

UNDERGRADUATE AWARDS

- Diploma of Ministry
- Diploma of Theology
- Associate Degree of Theology (054716F)
- Bachelor of Christian Studies
- Bachelor of Ministry (054670D)
- Bachelor of Theology (054676J)
- Combined BMin/BTh (054670D /054676J)
- Bachelor of Theology (Honours) (054679F)
- Bachelor of Ministry (Honours) (054673A)

GRADUATE AWARDS

- Graduate Certificate of Divinity
- Graduate Diploma of Divinity (054685G)
- Combined MDiv/GradDipDiv (054688E/054685G)
- Master of Divinity (054688E)
- Master of Ministry (088085G)

POSTGRADUATE AWARDS

- Graduate Certificate of Theology
- Graduate Certificate of Ministry
- Graduate Diploma of Theology
- Graduate Diploma of Ministry
- Master of Arts (Ministry) (054698C)
- Master of Arts (Theology) (054703M)
- Master of Theology (054705J)
- Doctor of Ministry
- Doctor of Philosophy (076015J)
- Doctor of Theology

OR

- Selected units only
- Audit
- Cross Institutional Enrolment
- Unsure of Course - please contact

Has theological study been undertaken at another college? If so, state the college:

Primary sponsoring college (if different from Vose):

(Only applies if you are doing theological studies through another ACT institution)

If cross-enrolling elsewhere (institution & unit):

Unit Selection: (NB: please add 'D' after unit code for DISTANT/ONLINE mode; please add i after unit code for INTENSIVE mode)

UNIT CODE:	UNIT TITLE	OFFICE USE ONLY
Project Title:	Supervisor:	

PAYMENT METHOD

Are you a FEE-HELP student? (Domestic Students only) Yes No

If yes, have you previously submitted a FEE-HELP Assistance Form? Yes No

Students wishing to apply for FEE-Help will need to complete an online application (instructions available from the office).

Upfront Payment (within 7 days of invoice, attracts a 3% discount) Yes No

Direct Debit Payment (with one-off set up fee – see Tuition Fee Schedule) Yes No

Have you experienced any change in disability, impairment, or long term medical condition? Yes No

If yes, please select applicable areas(s)

- Hearing/deaf Physical Intellectual Learning Mental illness
 Acquired brain impairment Vision Medical condition Other:

DECLARATION

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 the Fee Schedule distributed by Vose 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. Refer to separate sheet regarding "FEE SCHEDULE" for dates and fees as applicable.

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.

I have read the regulation and certify that to the best of my knowledge the above details are correct. I understand that my personal information will be stored by the Department of Employment, Education and Workplace Relations (DEEWAR) in order to administer my FEE_HELP assistance. I understand that: the information on this form is collected for program administration purposes, including the viewing of graduate survey data by relevant parties such as Graduate Careers Australia. Authority to collect this information is contained in the Higher Education Support Act 2003; information may be shared between the Australian Taxation Office, DEEWR and the Department of Immigration and Citizenship; 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 Graduate Careers Australia for the purpose of surveying graduates through the Australia Graduate Survey, 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. 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. By signing this form I acknowledge that I have read, understand and accept the ACT Refund Policy and Agreement for Overseas Students. I hereby declare that I will abide by all the Policies and Procedures as set out in the *Vose Student Handbook* – see www.vose.edu.au.

- I have read and understood the above declaration.
- I have reviewed the [Student Handbook](#).
- I have met/spoken with a Course Pathway Advisor to discuss selection of units (book appointments through the office)
- I have reviewed the current timetable and am aware of the times and dates of lectures I have enrolled in.
- I understand that students who fail to attend 80% of lectures will have their enrolments discontinued and will be required to re-enrol in the respective units. International students who fail to make course progress will be subject to an intervention strategy as outlined in the International Students Handbook, and in some cases, be reported to the Department of Immigration.
- I understand that re-enrolment will not be processed until the previous semester's fees have been paid in full (unless direct debit is in place)

Signature of Candidate:

Date:

The above candidate has fulfilled the pre-requisites in order to enrol for the above units Yes No

Signature of Course Pathway Advisor:

Date:

Office Use Only:			
<input type="checkbox"/> Reckon Check	<input type="checkbox"/> Entered on Invoicing S/sheet	<input type="checkbox"/> Enroled TAMS/HEIMS	<input type="checkbox"/> Student Enrolment Summary
<input type="checkbox"/> PRISMS check	<input type="checkbox"/> Annual Enrolment Fee	<input type="checkbox"/> Course Pathway updated	<input type="checkbox"/> Welcome Letter sent
<input type="checkbox"/> Entered on graduation s/sheet	<input type="checkbox"/> Direct Debit set up	<input type="checkbox"/> Photo	<input type="checkbox"/> FeeHelp Form Received
<input type="checkbox"/> Entered on Moodle	<input type="checkbox"/> Parking Permit #:	<input type="checkbox"/> Student/Library Card	<input type="checkbox"/> Student Enews