

APPLICATION FOR ENROLMENT Start Uni Now (SUN)

For Australian and New Zealand Citizens, Permanent Residents of Australia and holders of a Permanent Humanitarian Visa.

Before completing this form applicants are required to read the SUN Program Guidelines which can be viewed on the CQUniversity SUN website (www.cqu.edu.au/sun).



1. PERSONAL DETAILS

Title

Family name
Given names

Date of birth (DD/MM/YY) / /

Gender Male Female

Home address		
Town/city	State	Postcode
Mailing address (if different)		
Town/city	State	Postcode
Day phone	Mobile	After hours
Email address		

Learning Unique Identifier (See Note 1)

Year level (11 or 12)

This information is required by the Australian Government. The information must be completed correctly to ensure that your enrolment is processed.

Are you an Aborigine, Torres Strait Islander or of South Sea Islander origin? (tick one box)

Aborigine Torres Strait Islander Of both Aboriginal and Torres Strait Islander descent South Sea Islander None of these

Citizenship status during the term (select one only)

Australian citizen (including Australian citizen with dual citizenship) New Zealand citizen Permanent Resident of Australia Holder of a Permanent Humanitarian Visa

In what country were you born?

If not Australia, in which year did you arrive?

Do you speak a language other than English at home? Yes No

If 'yes' what is the main non-English language spoken at your permanent home residence?

Are you the first in your family to attend a university? Yes No

Do you have a disability, injury, illness or medical condition which may impact on your studies? Yes No

If 'yes' please indicate the area(s) of impairment Hearing Vision Mobility Learning Medical Other

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

Education level of your parents or guardians

These questions are about the highest level of education completed by your parents or guardians.

Please answer about the people (up to two) who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.

Parent/Guardian 1

Male Female No parent/guardian

What is the highest level of education **COMPLETED** by your parent/guardian 1? (Tick one)

- Postgraduate qualification (eg graduate diploma, masters degree, PhD)
- Bachelor degree
- Other post-school qualification (eg associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- Completed Year 12 schooling*
- Completed Year 10 schooling* continued at school, but didn't complete Year 12 schooling
- Completed Year 10 schooling*
- Didn't complete Year 10 schooling (includes completed primary schooling only, or did not go to school)
- Don't know

**or equivalent*

Parent/Guardian 2

Male Female No parent/guardian

What is the highest level of education **COMPLETED** by your parent/guardian 2? (Tick one)

- Postgraduate qualification (eg graduate diploma, masters degree, PhD)
- Bachelor degree
- Other post-school qualification (eg associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- Completed Year 12 schooling*
- Completed Year 10 schooling* continued at school, but didn't complete Year 12 schooling
- Completed Year 10 schooling*
- Didn't complete Year 10 schooling (includes completed primary schooling only, or did not go to school)
- Don't know

**or equivalent*

2. SCHOOL DETAILS

School currently attending	
Address	Postcode
Nominated school contact	
Email	Phone

Principal's Declaration:

I declare that I have read the SUN Program Guidelines which can be viewed on the CQUniversity SUN website (www.cqu.edu.au/sun). On behalf of the school, I certify that the applicant is a Year 11 or 12 student capable of, and committed to undertaking tertiary study with CQUniversity in the Start Uni Now program.

Name (please print)

Principal's signature

Date

/ /

3. DOCUMENTS REQUIRED

Applications must be submitted in original hard copy. You must submit a copy of your latest report card. This needs to be either certified or faxed/ emailed directly from the school. (Student Contact Centre fax no: 4923 2100/ssc@cqu.edu.au). You may also submit proof of other experience or qualifications relevant to your application. Certification can be obtained from a Justice of the Peace, Commissioner for Declarations or your school principal.

4. ENROLMENT DETAILS

Intended commencement term. Refer to **Closing Dates** for each term in **Note 2** and course information in **Note 3** before selecting (tick one box).

Term 1 Term 2 Term 3

Note: University terms generally do not align with school terms. Please visit Principal Dates in the CQUniversity Handbook (<http://handbook.cqu.edu.au/Handbook/>) for University term dates.

Please enter the details for all courses you wish to undertake. (See Note 3)

Course Code	Mode (Internal/External)	Course Name	Term 1/Term 2/Term 3

Campus of attendance (tick one box). Complete only if you have selected INTERNAL above.

Bundaberg Emerald Gladstone
 Mackay Noosa Rockhampton

Note: External students do not attend a campus. The campus for external students is called Flexible (FLEX).

Examination centre. Refer to <http://examinations.cqu.edu.au> for the list of active Examination Centres and enter your preference here

Have you been a SUN student previously at CQUniversity? Yes No

If YES, please provide your CQUniversity student number, if known.

5. DECLARATION

(You must sign this declaration otherwise your application will be returned to you)

I agree to obey the rules of CQUniversity. I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in a cancellation of enrolment at any stage. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications, studies and experience and hereby authorise the University to obtain further information where necessary. (Students are required to note that the University reserves the right to collect, store and disclose information concerning any acts of record falsification or other irregular acts in relation to a student.) I hereby also give written consent to the University to provide details of my enrolment to DEST or other government agencies.

I declare that I have read the SUN Program guidelines which can be viewed on the CQUniversity SUN website (www.cqu.edu.au/sun).

Applicant's signature

Date

 / /

6. PARENT/GUARDIAN

I agree to my son/daughter's involvement in the Start Uni Now (SUN) program for the course/s listed or subsequently advised

I declare that I have read the SUN Program guidelines which can be viewed on the CQUniversity SUN website (www.cqu.edu.au/sun).

Parent/Guardian's signature

Date

 / /

7. CHECKLIST

- Completed **ALL** sections of the application form
- Applicant has signed the declaration and read SUN guidelines
- Principal has signed the declaration and read SUN guidelines
- Parent/guardian has signed the declaration and read SUN guidelines
- Enclosed a certified copy of your school report card and other supporting documents
- Addressed application to:
 - CQUniversity Australia
 - Student Contact Centre
 - Building 5, Bruce Highway
 - ROCKHAMPTON QLD 4702

If you have any queries, please contact the Student Contact Centre on 13CQUni 13 27 86

8. NOTES

1. Learning Unique Identifiers (LUI)

Learning Unique Identifiers are allocated to secondary school students in the year before they turn 16 years of age. The University requires your LUI to transfer credits to your Queensland Certificate of Education (QCE) if courses are successfully completed. If a LUI is not provided, your application cannot be processed.

2. Closing Dates

Please note that an application is valid for the remainder of the year in which it was submitted. If students wish to enrol in another term the following year, they should submit a new application by the closing date for that term.

TERM 1	TERM 2	TERM 3
(February – June)	(July – October)	(October – February)
30 January	4 June	1 October

3. Course

In CQUniversity terminology, a 'course' is a subject or unit of study. The SUN course list, including campus and term availability, is on the SUN website. Please note that enrolment in some external courses require compulsory attendance at a residential school on a CQUniversity campus.

If accepted, you are enrolled BY THE UNIVERSITY in your selected course/s. You are required to pay a fee for each course. Students are not eligible for a Commonwealth supported place, HECS-HELP or FEE-HELP.

If you decide not to proceed with your enrolment, and your enrolment is not cancelled by the last date to drop for the term of the enrolment (see Calendar of Principal Dates at <http://handbook.cqu.edu.au>), you will be liable for the full fees incurred. The last date to drop is called Census Date. Contact the university directly on sun@cqu.edu.au or 4930 9456 to drop your course/s.

OFFICE USE ONLY

Stud no	Load	Sub cat
App no	Campus	Act reas
Prog code	Mode	DB entry

To Faculty	Interim	Offer
Ret Faculty	Ack	Rej/L

Accept (A) / Reject (R) Assessor..... Date

Comments.....

Start University Now (SUN)

Fees, Fee Notices, Due Dates



FEES

- Calculated per unit of credit with most undergraduate level courses being six units of credit. Please check the Handbook for details: <http://handbook.cqu.edu.au>.
- SUN fees are dependent on the Faculty that owns each course:
 - Courses belonging to the Faculty of Arts, Business, Informatics and Education a six unit of credit course in SUN will cost \$300.
 - Courses belonging to the Faculty of Sciences, Engineering and Health a six unit of credit course in SUN will cost \$350.
 - A course worth twelve units of credit will cost double the amount of a six unit of credit course.

The table below has been extracted from the 2011 CQUniversity Tuition Fee Schedule.

Career	Program	Schedule Fee per 6 unit of credit course	Fee Subsidy	Fee per 6 unit of credit course after subsidy
Non Award	Start University Now (SUN)			
	• All except	1200 - 1542	900 - 1242	300
	• FSEH	2202 - 3102	1852 - 2752	350

Tuition fees correct at time of publication and are subject to change.

FEE NOTICES

- Available for you to generate from your CQUcentral Student Centre approximately four weeks before the commencement of each term and will have a due date no later than the term census date. If you need assistance generating a Fee Notice please contact 13CQUni 13 27 86.
- Payment methods are available from the Additional Information link on the Financial Notices page and include online credit card, BPay and Australia Post options.
- If payment is not made by the due date (Census Date), you will be deemed a student debtor. See the Collections Policy at <http://policy.cqu.edu.au> for information on this, including the possible impacts to your student record.

FOR INFORMATION ON FEES, FEE NOTICES AND DUE DATES CONTACT

CQUniversity Australia
Student Contact Centre
Building 5, Bruce Highway
ROCKHAMPTON QLD 4702
Ph: 13CQUni 13 27 86
Web: <http://contactus.cqu.edu.au/>

IMPORTANT DATES 2012

Please check the Handbook for details: <http://handbook.cqu.edu.au/>.

	Term 1	Term 2	Term 3
Commencement of term (Week 1)	27 Feb	2 July	29 October
Last day to withdraw without financial penalty	20 March	24 July	20 November
Census date	20 March	24 July	20 November

REFUNDS

All applications for refunds should be sent to the address above and are to be made using the Refund Request form accessible from the Student Finance links on the Student Forms website: <http://studentforms.cqu.edu.au>.