



Application for Admission 2012: Domestic Coursework Students

Office use only

MCD No:	CHESSN:	RTI ID:
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PART A – Personal Information

NB: You must advise your RTI of any changes to contact details.

Title:	Family name:	Given names:	Preferred name:	Suffix:
Postal address:		Town & State:	Postcode:	Country:
Residential address (if different):		Town & State:	Postcode:	Country:
Home telephone:		Day telephone:	Mobile:	
Email address (compulsory):			Facsimile:	
Date of birth: ___ / ___ / _____		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> (tick one)		
Diocese / Congregation (CTC/YTU only)		Occupation:		
Optional - Denomination:		How did you hear about us?		
Emergency contact name:		Phone:	Mobile:	

PART B – Course of Study (tick one)

<i>Diploma in Theology</i>	General <input type="checkbox"/>	Special <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Advanced Diploma in Theology</i>	General <input type="checkbox"/>	Special <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Bachelor of Theology</i> <input type="checkbox"/>	<i>Bachelor of Theology (Hons)</i> <input type="checkbox"/>								
<i>Bachelor of Ministry</i> <input type="checkbox"/>	<i>Bachelor of Theology/Bachelor of Arts (Monash)</i> <input type="checkbox"/>								
<i>Graduate Certificate in Theology</i>	General <input type="checkbox"/>	Special <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Graduate Diploma in Theology</i>	General <input type="checkbox"/>	Special <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Master of Divinity</i> <input type="checkbox"/>	<i>Master of Divinity (Honours)</i> <input type="checkbox"/>		<i>Master of Theological Studies</i> <input type="checkbox"/>						
<i>Master of Arts (Theology)</i>	General <input type="checkbox"/>	Special <input type="checkbox"/>	<i>Specialisation:</i>						
Study load (tick one): Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>									
<i>Study load (tick one):</i> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>		<i>Study mode (tick one):</i> On campus <input type="checkbox"/> Online <input type="checkbox"/> Mixed mode <input type="checkbox"/>							
<i>Course commencement date:</i> ___ / ___ / _____		<i>Expected course completion date:</i> ___ / ___ / _____							
<i>Recognised Teaching Institution (circle one):</i>	ALC	Booth (SABC)	CTC	ICSPF	SACOTC (DipTheol only)	Stirling	UFT	Whitley	YTU

Instructions

- 1 Provide certified copies of official academic transcripts of all relevant tertiary courses. 'Certified' means a signed statement by an authorised person (including Registrars, Deans, Coursework Coordinators and academic records staff in your home RTI) that they have sighted the original.
- 2 Provide certified copies of your birth certificate, current passport or other official documents verifying your citizenship status **in your current name**.
- 3 Complete this form, except the sections marked *Coursework Coordinator to complete*, and submit the form to the Coursework Coordinator at your Recognised Teaching Institution.
- 4 Make an appointment with the Coursework Coordinator, who will discuss your course, complete the application with you and submit the form to MCD on your behalf.
- 5 **Attach cheque or money order or include credit card authorisation, or include with this application a completed FEE-HELP Application Form (see Part F)**. If a third party is paying your tuition fees, include with this application a letter or official confirmation from the third party accepting responsibility for payment of fees.
- 6 If you are accepted into the course you will be sent a **Letter of Acceptance** and an **Enrolment Summary/Confirmation of Enrolment**. If you are not accepted, you will be notified in writing.
- 7 Your application will be processed only when all these requirements are met.
- 8 International students intending to study on student visas **must** use the form *Application for Admission: International Coursework Students*, which is available from the MCD website at www.mcd.edu.au and navigate to the *International Students* page.

The information you have given us in this form will remain confidential, and be used only for the purposes for which you have provided it. It will be kept securely.

PART C – DEEWR Information

The Australian Government's Department of Education, Employment and Workplace Relations (DEEWR) requires this information from ALL students.

Country in which you were born:					
If not born in Australia, year of arrival:			Language spoken at your permanent residence:		
Are you of Australian Aboriginal descent?		Yes <input type="checkbox"/>	No <input type="checkbox"/> (tick one)		
Are you of Torres Strait Islander descent?		Yes <input type="checkbox"/>	No <input type="checkbox"/> (tick one)		
Are you of both Australian Aboriginal and Torres Strait Islander descent?		Yes <input type="checkbox"/>	No <input type="checkbox"/> (tick one)		
What is your citizenship status THIS semester?			Tick one box:		
<input type="checkbox"/> Australian citizen			OR	<input type="checkbox"/> New Zealand citizen	
<input type="checkbox"/> Hold Permanent Humanitarian Visa				<input type="checkbox"/> Permanent Resident of Australia	
				<input type="checkbox"/> Hold current overseas visa	
				<input type="checkbox"/> Living overseas and not a citizen of Australia	
<i>Students in these categories only are eligible for FEE-HELP.</i>			Nationality: _____		
Highest level of educational attainment of parents or guardians (please tick one box in each column):					
Parent or guardian 1 <input type="checkbox"/> Female <input type="checkbox"/> Male			Parent or guardian 2 <input type="checkbox"/> Female <input type="checkbox"/> Male		
<input type="checkbox"/> Postgraduate eg. Masters, PhD			<input type="checkbox"/> Postgraduate eg. Masters, PhD		
<input type="checkbox"/> Bachelor Degree			<input type="checkbox"/> Bachelor Degree		
<input type="checkbox"/> Other post school qualification, eg. TAFE			<input type="checkbox"/> Other post school qualification, eg. TAFE		
<input type="checkbox"/> Completed Year 12 schooling or equivalent			<input type="checkbox"/> Completed Year 12 schooling or equivalent		
<input type="checkbox"/> Did not complete Year 12 schooling or equivalent			<input type="checkbox"/> Did not complete Year 12 schooling or equivalent		
<input type="checkbox"/> Completed Year 10 schooling or equivalent			<input type="checkbox"/> Completed Year 10 schooling or equivalent		
<input type="checkbox"/> Did not complete Year 10 schooling or equivalent			<input type="checkbox"/> Did not complete Year 10 schooling or equivalent		
<input type="checkbox"/> Don't know			<input type="checkbox"/> Don't know		
Permanent Residents <i>(non-Australian citizens) only</i>		Have you been residing in Australia for three years or more as a permanent resident? (tick one)			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		If you are currently living outside Australia, is this a requirement of your course? (tick one)			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		In what year did you obtain permanent residency? _____			
Do you have any disability ? (tick one) Yes <input type="checkbox"/> No <input type="checkbox"/>			If yes , indicate below what kind – tick any which apply:		
<input type="checkbox"/> Hearing	<input type="checkbox"/> Learning difficulty	<input type="checkbox"/> Mobility	<input type="checkbox"/> Seeing	<input type="checkbox"/> Permanent Medical Condition	<input type="checkbox"/> Other:
If you have a disability, would you like to receive advice on support services, equipment or facilities? Yes / No					

PART D – Previous Education / Qualifications (List in chronological order)

Include certified copies of all official results of units/subjects taken, including grades and percentages.

Highest Secondary Schooling attained	Institution (full name)	State (if in Australia)	Year completed	Transcript provided?	What language?
				Yes / No	
Degree / Diploma / Certificate / Other	Institution (full name)	Country	Year completed	Transcript provided?	What language?
				Yes / No	
				Yes / No	
				Yes / No	

Do you intend to apply for credit for your previous studies? Yes No

If intending to do so, please discuss with your Coursework Coordinator.

Coursework Coordinator: Have you included a completed Credit Application form with this application? Yes No

Complete, consult, sign & submit to your Recognised Teaching Institution (RTI)

PART E – Proposed program of study for 2012

Complete this section in collaboration with your Coursework Coordinator. All unit codes must clearly indicate one **Level** and one **Discipline**.

	Semester 1	Unit Code	Unit Name	RTI (Unit provider)	RTI comment (Office use only)
1					
2					
3					
4					
	Semester 2	Unit Code	Unit Name	RTI (Unit provider)	RTI comment (Office use only)
5					
6					
7					
8					
	Intensives (Specify Start Date)	Unit Code	Unit Name	RTI (Unit provider)	RTI comment (Office use only)
9					
10					
11					

Have you enrolled in a 12,000 word Research Essay or a Supervised Reading Unit? Yes No

If yes:

What is the area/discipline of your essay: _____

Who is your proposed supervisor: _____

Have you contacted your proposed supervisor? Yes No

Have you completed and included a 12,000 word Research Essay Application or Supervised Reading Unit Form? Yes No

Please direct all queries regarding Research Essays or Supervised Reading Units (including accessing appropriate paperwork) to your Recognised Teaching Institution.

Please advise your RTI Coursework Coordinator/Registrar of any changes regarding your Research Essay or Supervised Reading Unit.

Complete, consult, sign & submit to your Recognised Teaching Institution (RTI)

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PART F – Tuition Fees

Please note that tuition fees may vary from year to year.

TUITION FEES FOR STANDARD 15-POINT UNIT IN 2012 (Domestic students):

Undergraduate: \$1,098

Graduate: \$1,518

Postgraduate: \$1,570

UPFRONT FEES

If you are paying your tuition fees upfront, attach cheque or money order or include credit card authorisation. If a third party is paying your fees, include with this application a letter or official confirmation from the third party accepting responsibility for payment of fees. Payment for all current semester units must be included. See below for Upfront payment options. A Tax Invoice will be subsequently sent to you for your records. For fees that are due for the remainder of the year, a Tax Invoice will be sent at the appropriate time.

Please note that students with unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol.

FEE-HELP

Australian citizens and holders of a permanent humanitarian visa are able to defer the payment of fees through the Federal Education Entitlement - Higher Education Loan Programme (FEE-HELP). You are not required to begin repaying your accumulated loan debt until your relevant taxable income is above \$47,196. A 5% discount is applicable for any voluntary payment of \$500 or more above the amount required in that tax year. The FEE-HELP information booklet contains full details.

Persons classified as 'Permanent Residents' are not Australian citizens and therefore not eligible for FEE-HELP. Citizens of other countries, including New Zealand, are not eligible for FEE-HELP. Certified proof of Australian citizenship is required.

A separate FEE-HELP application is required to be completed for each course/degree if the FEE-HELP scheme is to be used to settle your tuition fees. You need to do this once only to cover the duration of the course.

NAME OF STUDENT (compulsory): _____

METHOD OF PAYMENT

Please tick (✓) one box only – **Either** Upfront **or** FEE-HELP

- UPFRONT FEES** – please tick and complete relevant sections:
- Cheque/Money Order enclosed for \$_____ - payable to your home RTI if you are an undergraduate student from an RTI other than UFT; otherwise, payable to Melbourne College of Divinity, or
- A third party is paying for my tuition fees. I include with this application a letter or official confirmation from the third party accepting responsibility for payment of my fees.
Name of third party/organisation _____
- Credit Card Authorization
Amount to be debited \$_____ Indicate date to deduct from credit card ___/___/_____
Visa/Mastercard _ Card Expiry date ___/___/(mm/yy)
Signature _____ Name on Credit Card: _____
- SEMESTER 2** - I authorize payment with the nominated credit card for Semester 2. Payment will be processed on or soon after July 15, 2012 if a date is not specified.
Signature _____ Indicate date to deduct from credit card ___/___/_____
- FEE HELP** – please tick **one** of the following:
- I have enclosed a completed *Request for FEE-HELP assistance* form to cover my tuition fees.
(Include certified copy of proof of Australian citizenship eg birth certificate or passport and, if applicable, certified copy of marriage certificate/ deed poll for change of name)
- Send me a *Request for FEE-HELP Assistance* form which I will complete and return to my Recognised Teaching Institution.

PART G - Declarations

I declare that the above information is true and correct in every particular. I understand that if I have misrepresented my details in any way, then the Melbourne College of Divinity may terminate any candidacy offered to me that arises as a result of this application.

I accept responsibility for ensuring that the tuition fees for all MCD units and courses in which I enrol are paid on time, or met through FEE-HELP, in which case I agree to receive my Commonwealth Assistance Notice of my FEE-HELP debt for each semester electronically.

I agree to abide by the Regulations and Working Procedures for the course for which I am applying, and of any awards both as they are regulated by the Higher Education Information Management System (HEIMS) and as they are applied by the Melbourne College of Divinity.

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for Melbourne College of Divinity (MCD) to assess your application or re-enrolment. Personal information may also be disclosed to the education institutions and government agencies

You have a right to access personal information that MCD holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact MCD Admissions Office on 9853 3177.

 Student's signature: _____ Date: ___ / ___ / _____

Please submit this application to the Coursework Coordinator/Dean of your RTI for processing.

Coursework Coordinator Approval (Coursework Coordinator to complete)

Please tick *one* box only. This applicant –

- meets all criteria for admission
 - is admitted as an ordinary student (satisfactory completion of VCE or equivalent)
 - is admitted as a Probationary Student (no VCE or equivalent but is over 21 years of age)
- may meet the criteria for admission, but advice is required (*please specify*):

- approval given, English Language Requirements pending
- approval given, following the receipt of additional advice
- does not meet the criteria for admission because

Application Checklist (tick each box below when the item has been checked)

I have checked this student's application for admission and proposed study program, and confirm that:

- evidence of citizenship status in current name is enclosed
- evidence of previous tertiary qualifications is enclosed
- unit codes and unit names listed on the form are correct
- all units are running in the time periods indicated
- the student has the correct prerequisites for each unit proposed
- the student has met MCD English requirements
- all listed units clearly show one level and one discipline
- the course progression is valid
- payment method has been indicated on page 5. Cheque/Money order is attached if this is the payment method
- a completed credit application is enclosed (if applicable)

Coursework Coordinator/Academic Dean: _____ Signature: _____ Date: ___ / ___ / _____

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Data entered in TAMS by(RTI data entry staff member) Date: ___ / ___ / _____