



Re-enrolment for 2012: International and Domestic Coursework Students

All students to complete: Are you a student studying at MCD on a **visa**? Please tick YES or NO
If YES, please tick one of the following and attach a copy of your current visa or visa entitlement notice.

Student Visa Occupational Trainee Visa NZ Citizen
 Religious Worker Visa Other, please specify:

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:				
Emergency contact name:		Phone:	Mobile:	

PART B – Course of Study (tick one)

<i>Associate Diploma in Ministry</i> <input type="checkbox"/>									
<i>Diploma in Ministry</i>	<i>General</i> <input type="checkbox"/>	<i>Special</i> <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Advanced Diploma in Ministry</i>	<i>General</i> <input type="checkbox"/>	<i>Special</i> <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Diploma in Theology</i>	<i>General</i> <input type="checkbox"/>	<i>Special</i> <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Advanced Diploma in Theology</i>	<i>General</i> <input type="checkbox"/>	<i>Special</i> <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>	<i>General</i> <input type="checkbox"/>	<i>Special</i> <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Graduate Diploma in Theology</i>	<i>General</i> <input type="checkbox"/>	<i>Special</i> <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>	<i>General</i> <input type="checkbox"/>	<i>Special</i> <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Study load (tick one): Part-time</i> <input type="checkbox"/> <i>Full-time</i> <input type="checkbox"/>		<i>Study mode (tick one): On campus</i> <input type="checkbox"/> <i>Online</i> <input type="checkbox"/> <i>Mixed mode</i> <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

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

Instructions

1. Complete this form, except the sections marked *Coursework Coordinator to complete*.
2. Make an appointment with the Coursework Coordinator at your Recognised Teaching Institution, who will discuss your course, complete the application with you, submit the form to MCD on your behalf and retain a copy for RTI records.
3. If you are paying **UpFront** for tuition fees, authorization for payment by credit card or payment by cheque/money order is required with re-enrolment. Please complete *Method of Payment* in the Tuition Fees section.
4. If a new third party is paying your tuition fees, include with this re-enrolment form a letter or official confirmation from the third party accepting responsibility for payment of fees.
5. If you are changing your payment method from **UpFront** to **Fee-Help**, you will need to complete and submit a Fee-Help form with certified proof of citizenship in your current name.
6. If you are already on Fee-Help and are continuing in your current course, you do **not** need to complete a new Fee-Help Request form.
7. If you are changing your course, please complete a Change of Enrolment form.
8. UpFront students: Your application is not complete until fees have been paid.
9. You will be sent an enrolment summary confirming your re-enrolment.

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"/> (<i>tick one</i>)		
Are you of Torres Strait Islander descent?			Yes <input type="checkbox"/> No <input type="checkbox"/> (<i>tick one</i>)		
Are you of both Australian Aboriginal and Torres Strait Islander descent?			Yes <input type="checkbox"/> No <input type="checkbox"/> (<i>tick one</i>)		
What is your citizenship status THIS semester?		OR	Tick one box:		
<input type="checkbox"/> Australian citizen <input type="checkbox"/> Hold Permanent Humanitarian Visa			<input type="checkbox"/> New Zealand citizen <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>					
Permanent Residents (non-Australian citizens) only		Have you been residing in Australia for three years or more as a permanent resident? (<i>tick one</i>)			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		If you are currently living outside Australia, is this a requirement of your course? (<i>tick one</i>)			
		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 – 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)

PART E – Tuition Fees 2012

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

Annual International Student Fee: \$480 pa

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

Is your method of payment the same as for the previous semester? Please circle YES or NO

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
- 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.
- I am already on *FEE-HELP* for this course.

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

Reenrolment2012PGUGCoursework19Jan2012

Page 5 of 6

PART F - 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 education institutions, government agencies, or your employer(s) to make an informed decision about re-enrolment matters that concern your enrolment at MCD.

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)

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

I have checked this student's re-enrolment application and proposed study program, and confirm that:

- this re-enrolment is in alignment with course requirements as described in the course Regulation
- 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
- every listed unit clearly shows one level and one discipline
- the course progression is valid
- payment method has been indicated on pg 5. Cheque/Money order is attached if this is the payment method

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

RTI Office Use

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

For international students, please send this form, with copy of visa details, to MCD Quality & Compliance Officer.