



Application for Admission Graduate Diploma in Counselling (2010)

Instructions to Applicants:

Three steps are involved in coming to participate in the Graduate Diploma in Counselling, involving all Parts of this Application Form.

A Application Form

Gather the following information, and when it is complete, make an appointment with the Postgraduate Coursework Co-ordinator at Yarra Theological Union, who will check your application and following the interview forward your application to the MCD office.

1. Complete all parts of this form, except Parts D and E. Make sure that you have signed Part G.
2. Provide *certified* copies of degree transcripts of all previous courses, including units / subjects taken, with their grades. (It is not necessary to enclose these if your previous degree was from the MCD.)
3. Provide certified copies of your birth certificate, passport or other documents verifying your citizenship.
NB: 'certified' means a signed statement by an authorised person who has sighted the original.
RTI Registrars, Deans, Coursework Coordinators and MCD office staff are authorised to certify copies for MCD purposes.
4. Sign and date the document at Part G, attach a cheque, or money order (made payable to "Melbourne College of Divinity") or complete the enclosed credit card authorisation (Part F) for the amount of the (non-refundable) Application Fee (AUD\$150) and bring it to your appointment with the:

PG Coursework Co-ordinator
Yarra Theological Union
98 Albion Road
Box Hill, VIC 3128

B Interview process

The second step in gaining entrance to the Graduate Diploma in Counselling involves a formal interview. An Interview Form is available from the YTU PG Coursework Co-ordinator or from the MCD website. Fill in this form, and send it to the Graduate Diploma Counselling Course Co-ordinators, as indicated on the form, and they will arrange an interview with you. Following the interview, your application will be forwarded to the MCD office by the YTU PG Coursework Coordinator.

C Enrolment

You will be informed by the MCD office of the result of your application. Applicants who have been offered a place will be sent a Letter of Acceptance, a Tax Invoice and Enrolment Summary Statement of Fees.

Your enrolment is confirmed when you return the signed Formal Acceptance of Enrolment, and

- send the MCD office a completed FEE-HELP application, or
- pay the fees.

You will be invoiced for the balance of fees when they fall due.

Your enrolment is not complete until fees are paid or a FEE-HELP loan request form completed.

**The information you have given us in this Application Form will remain confidential,
and only be used for the purposes for which you have given it to us.
It will be kept securely until you complete your course, and then destroyed.**

PART A – Personal Information

Title:	Family name:	Given names:	Preferred name:	MCD No:
Suffix:				CHESSN:
Postal address:	Town:		Postcode:	
Residential telephone:	Work telephone:	Facsimile:		
Email address:	Mobile:			
In this coming year do you intend to study (tick one):		Part-time	Full-time	
Intended commencement date: ___ / ___ / _____		Expected completion date: ___ / ___ / _____		
Emergency contact:			Phone:	

NB: It is your responsibility to ensure your details are always current.

PART B – DEEWR Information

The Department of Employment, Education and Workplace Relations (DEEWR) requires the following information from ALL students:

Country in which you were born:	Date of birth: ___ / ___ / _____	Gender: (circle one) Male / Female
If not Australia, year of arrival:	Language spoken in your home at your permanent residence:	
Are you of Australian Aboriginal descent?	Yes / No (circle one)	
Are you of Torres Strait Islander descent?	Yes / No (circle one)	
Are you of both Australian Aboriginal and Torres Strait Islander descent?	Yes / No (circle one)	
What is your citizenship status THIS semester? <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 Student Visa <input type="checkbox"/> Hold current overseas Religious Worker visa <input type="checkbox"/> Living overseas and not a citizen of Australia	
NB: Those in the above categories only are eligible for FEE-HELP.		
If one of the above categories: Nationality: _____		

Highest level of educational attainment of parents or guardians (please tick one box in each column):

Parent or guardian 1	Parent or guardian 2
<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 (non-Australian citizens) only:	Have you been residing in Australia for three years or more as a permanent resident?	Yes / No (circle one)
	If you are currently living outside Australia, is this a requirement of your course?	Yes / No (circle one)
	In what year did you obtain permanent residency? _____	

Overseas Students only:	Passport No.: _____	Visa No.: _____	Conf of Enrolment date: __ / __ / ____
	Expiry Date: __ / __ / ____	Expiry Date: __ / __ / ____	No: _____

Do you have any disability ?		Yes / No (circle <i>one</i>)	If yes , indicate below what kind – circle any which apply:		
Hearing	Learning difficulty	Mobility	Seeing	Permanent Medical Condition	Other: _____
If you have a disability, would you like to receive advice on support services, equipment or facilities? Yes / No					

PART C – Previous Education and Experience

List in chronological order all colleges, universities and seminaries / theological colleges attended, graduate and undergraduate (conferred or not) and indicate degrees / diplomas earned. **Please list highest qualification first.**

Degree / Diploma	Institution (full name)	Year completed

PART D – Admission (to be completed by YTU PG Coursework Coordinator)

Please tick **one** box only. This applicant -

- 1 meets all criteria for admission
- 2 meets all criteria for admission subject to receipt of additional information (*please specify*)

- 3 may meet the criteria for admission, but advice is required (*please specify*)

- Approval given, following the receipt of additional advice.
- 4 does not meet the criteria for admission (*specify reasons*)

Signature: _____ Date: __ / __ / __
RTI Coursework Coordinator

(Note: Student to sign last page)

PART E – Proposed program of study for 2010

To be completed in conjunction with the YTU Postgraduate Coursework Coordinator once approval is given, following the interview process.

Four (4) Required Units:

Unit	Code	RTI	Year & semester of study (S1 or S2)
The Person: Individuality & Relationship	EDY81 / DT 3503	YTU
Counselling: Theory and Practice	RDY01 / DT 3506	YTU
Advanced Practicum in Counselling I	RDY02 / DT 3508	YTU
Advanced Practicum in Counselling II	RDY03 / DT 3509	YTU
(Includes 15 hours of Supervised Counselling)	RDY04 / DT 3509B	YTU

Two (2) Elective Units:

(a) From list of approved options:

Unit	Code	RTI	Year & semester of study (S1 or S2)
.....
.....

OR

(b) Units otherwise approved:

Unit	Code	RTI	Year & semester of study (S1 or S2)
.....

Signature of Candidate:

Signature of YTU PG Coursework Coordinator:

Date: ___ / ___ / ____

PART F – Tuition Fees

THE TUITION FEE FOR A STANDARD 15-POINT UNIT IS \$1,188 (domestic students) or \$1,239 (international students).

UPFRONT FEES

If you are paying your tuition fees upfront (cheque, money order or credit card), payment for Semester 1 units must be made before you attend the first day of class. See below for Upfront payment options. A Tax Invoice will be subsequently sent to you for your records. For fees that are due in Semester 2 or for the remainder of the year, a Tax Invoice will be sent to you in early July.

Please note that students with unpaid fees will not be allowed to attend classes, use libraries or receive supervision.

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 \$41,595. A 10% 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. 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:.....

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 Melbourne College of Divinity.
- ◆ A third party is paying for my fees. Please issue a Tax Invoice.
Name of third party/organisation _____
- ◆ Credit Card Authorization
Amount to be debited \$_____ Indicate date to deduct from credit card DD / MM / YYYY
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, 2010 if a date is not specified.

Signature _____ Indicate date to deduct from credit card DD / MM / YYYY

FEE HELP – please tick **one** of the following:

- ◆ Please send me a *Request for FEE-HELP assistance* form to be completed and returned to MCD.
- ◆ 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)

Application Fee

I enclose a cheque / money order for my application fee (\$150).

OR

Please debit my Bankcard / Visa / MasterCard (circle *one*)
Account Number

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Name on card: _____ Amount AUD\$150.00

Signature: _____ Card Expiry Date ____ / ____

For office use only: Credit card processed by _____ Date ____ / ____ / ____ Receipt issued _____ Date ____ / ____ / ____

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 Department of Education, Science and Training, and also 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 or your employer(s) to make an informed decision about the application or 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: ____ / ____ / ____