



APPLICATION FOR ADMISSION

NON-AWARD / AUDIT STUDY / CROSS-INSTITUTIONAL

FOR DOMESTIC AND OVERSEAS APPLICANTS

CRICOS Provider Code: 02664K

Closing Dates

Applications for Non-Award, Audit and Cross Institutional study close one month prior to the first class, unless otherwise indicated.

Please return completed applications to: admissions@excelsia.edu.au

Section 1: Study Details

SCHOOL AND UNIT(S) OF STUDY (Please tick all School/s that apply)

- Non-Award Audit Cross-Institutional
 Business Counselling Drama Education Music

Unit(s) of Study:

COMMENCEMENT AND STATUS

What is your intended commencement date? Semester / Teaching Period: YEAR:

Have you previously applied or studied at Excelsia? YES NO

APPLYING

Timetables are available upon enquiry or on our website: <http://excelsia.edu.au/current-students/timetables/>

Once we receive your application and it is approved, we will send you a formal Letter of Offer for you to accept. Upon acceptance of this we will then send you a Confirmation of Enrolment and Statement of Fees. Fees are payable in advance. If an audition is required for the class(es) you have selected, the Head of School will contact you to arrange this.

NON-AWARD = Subjects taken that are not part of a course. Attendance is required and results and credit points are issued. Non-award subjects are not eligible for FEE-HELP unless the credit points will be cross-credited toward a course currently being studied and taken under FEE-HELP.

AUDIT = Subjects that are zero credit points and no results are issued. Requirements are limited to attendance and class participation. Audit subjects are not eligible for FEE-HELP. Certain units of study may not be available for Audit studies.

CROSS-INSTITUTIONAL = Subject to approval from your home institution. Excelsia College may offer units of study as part of a course studied at another Registered Higher Education provider using FEE-HELP.

Section 2: Personal Details (Please use BLOCK LETTERS)

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr	<input type="checkbox"/> Rev
Family Name	_____					
Given Names	_____					
Preferred Name	_____			Contact Mobile	_____	
Contact Email	_____					
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Occupation			_____		

HOME ADDRESS (Where you are living upon application or the permanent overseas address for overseas students.)

PO Box or Street Address _____

Suburb/Town _____

State/Province _____ Postcode _____

Country _____

Home Phone

COUNTRY CODE	AREA CODE	
--------------	-----------	--

 Mobile

COUNTRY CODE	AREA CODE	
--------------	-----------	--

INTENDED ADDRESS WHILE STUDYING

SAME AS HOME ADDRESS UNKNOWN

PO Box or Street Address _____

Suburb/Town _____

State _____ Postcode _____

Home Phone

COUNTRY CODE	AREA CODE	
--------------	-----------	--

 Mobile

COUNTRY CODE	AREA CODE	
--------------	-----------	--

CITIZENSHIP AND RESIDENCY

All applicants will be required to provide proof of citizenship. Applicants should forward a certified copy of the identifying page of their passport. Australian and New Zealand citizens who do not hold a current passport may provide a certified copy of their birth certificate or citizenship certificate instead, plus identification showing their current name (if different). A Driver's Licence is not acceptable as proof of identification.

Are you an Australian or New Zealand citizen? AUSTRALIAN NEW ZEALAND NO

If **NO**, please include a certified copy of your current visa

Are you of Aboriginal or Torres Strait Island Origin? NEITHER ABORIGINAL TORRES STRAIT BOTH

What language is spoken at your permanent home address? ENGLISH OTHER _____

Is English your first language? YES NO

If **NO**, what is your first language? _____

If **NO**, documentary evidence of an IELTS score of 6.0 (minimum allowed) may need to be provided. Please consult the relevant course booklet for specific IELTS/TOEFL requirements.

Were you born in Australia? YES NO (see next two questions)

If **NO**, what is your country of birth? _____

If **NO**, what year did you arrive in Australia?

Y	Y	Y	Y
---	---	---	---

EMERGENCY CONTACT DETAILS

Name _____ Relationship _____

Phone 1 _____ Phone 2 _____

Section 3: Educational Details

SECONDARY EDUCATION

Applicants **DO NOT** need to provide a copy of their **Higher School Certificate or other awards**. Please just complete details below.

Name of High School	Australian State or Other Country	Level Attained e.g. Yr 10, Yr 12 or HSC	Completed	Last Year Attended	Language in which studies taken e.g. English, Korean
			YES / NO		

DOMESTIC HIGH SCHOOL LEAVERS ONLY

Did you complete High School last year? NO YES

If **YES**, please give the suburb and postcode of your home in your last year of secondary study _____

C	O	D	E
---	---	---	---

If **YES**, please give your ATAR or equivalent. _____

POST SECONDARY EDUCATION

Applicants need to provide **CERTIFIED COPIES** of your Academic Transcripts for any Post-Secondary Education, unless they are being referred from another Higher Education Institution on cross institutional studies.

Name of Award	Tertiary Institution or College or TAFE	Australian State or Other Country	Years of Attendance		Completed	Student Identification Number
			FROM	TO		
					YES / NO / CURRENT	
					YES / NO / CURRENT	
					YES / NO / CURRENT	

Section 4: Promotional Feedback

How did you find out about Excelsia College? (Tick all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Google | <input type="checkbox"/> Excelsia College Student | <input type="checkbox"/> Excelsia College Website |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Excelsia College Staff | <input type="checkbox"/> Excelsia College Mailing |
| <input type="checkbox"/> Ad in Magazine | <input type="checkbox"/> Recommended by a friend/relative | <input type="checkbox"/> Koorong Catalogue |
| <input type="checkbox"/> Church / Pastor | <input type="checkbox"/> Excelsia College Open Day | <input type="checkbox"/> Koorong Website |
| <input type="checkbox"/> Institute of Teachers | <input type="checkbox"/> Excelsia College Production / Exhibition | <input type="checkbox"/> Sydney Anglican Website |
| <input type="checkbox"/> Other _____ | | |

Why did you choose Excelsia College?

Please rank in order of importance. 1 = most important, 10 = least important

<input type="text"/>	Christian College	<input type="text"/>	Price
<input type="text"/>	Christian Environment	<input type="text"/>	Recommended by a friend
<input type="text"/>	Course content	<input type="text"/>	Information on website
<input type="text"/>	Profile of the Staff / Lecturers	<input type="text"/>	Testimonials
<input type="text"/>	Location	<input type="text"/>	Pathway into Employment

Section 5: Department of Education Statistical Data Collection

Providing information annotated with a * on this form is OPTIONAL. DET requests this information for reporting purposes only. Excelsia College is responsible for reporting data on all students as part of their Higher Education Provider (HEP) responsibilities, and does so in accordance with the guidelines given.

Please be assured that Excelsia College will comply with the *Privacy Act 1988* (DET) when dealing with personal information and will only use the information for the purpose for which it was collected.

You may indicate more than one disability, impairment or long term medical condition. Please DO NOT attach medical certificates.

1*. Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes If "YES", please go to Questions 2 and 3.

No If "NO", please sign and date this form.

2*. Please indicate the area/s of impairment:

Hearing

Learning

Mobility

Vision

Medical

Other

3*. Would you like to receive advice on support services, equipment and facilities which may assist you?

Yes

No

4*. If you would like to volunteer additional information, please do so here.

5 * 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

5a*. What is the highest level of education completed by your parent/guardian 1? (tick one only):

Postgraduate qualification (e.g. graduate diploma, masters degree, PhD).

Bachelor degree

Other post-school qualification

(e.g. associate degree, diploma, completed apprenticeship, VET/TAFE certificate)

Completed Year 12 schooling or equivalent

Completed Year 10 schooling (or equivalent), continued at school, but didn't complete Year 12 schooling (or equivalent)

Completed Year 10 schooling (or equivalent)

Didn't complete Year 10 schooling or equivalent

Completed primary school only

Did not go to school

Don't know

Parent / Guardian 2

Male

Female

No parent/guardian

5b*. What is the highest level of education completed by your parent/guardian 2? (tick one only):

Postgraduate qualification (e.g. graduate diploma, masters degree, PhD).

Bachelor degree

Other post-school qualification

(e.g. associate degree, diploma, completed apprenticeship, VET/TAFE certificate)

Completed Year 12 schooling or equivalent

Completed Year 10 schooling (or equivalent), continued at school, but didn't complete Year 12 schooling (or equivalent)

Completed Year 10 schooling (or equivalent)

Didn't complete Year 10 schooling or equivalent

Completed primary school only

Did not go to school

Don't know

Section 6: Important Information and Signature

PRIVACY PRINCIPLES

Excelsia College requires the information requested of you in this form in order to provide you with education services and to cater for particular student's needs. If you do not provide all the relevant information, we may not be able to provide such services and to assess your suitability for admission or your academic progress.

Please also note that in order to provide you with education services and assess your academic progress or suitability, Excelsia College may provide your personal information and sensitive information to third parties as legislation requires (e.g. the Academic Board; other educational institutions where you have studied or will study; accreditation authorities; Australian government bodies such as the Department of Immigration; Department of Education, Employment and Workplace Relations; and Centrelink).

You can request access to your personal information by contacting The Registrar's Office.

Information is collected on this form and during your enrolment in order to meet our obligations under the Higher Education Act 2001, the Higher Education Support Act 2003, the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000; the Education Services for Overseas Students Regulations 2001; and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

FEES AND REFUND INFORMATION FOR NEW DOMESTIC STUDENTS

PURPOSE

This Policy details the refunds payable to Domestic Students who withdraw after having paid their fees to Excelsia College.

CENSUS DATE

Census date is the last date on which a student can withdraw from a unit without incurring an academic or financial penalty. If you withdraw from one or more units after the Census date you will receive an "WN" (Withdrawn Fail) grade for each enrolled unit. You will also be liable for the full fees for the enrolled units, whether you pay them directly to Excelsia College or defer payment through FEE-HELP. You cannot withdraw after the census date without incurring a fees debt. However, if after the census date you become seriously ill, or other unforeseen circumstances over which you have no control result in you being unable to continue your studies, you can apply to the Academic Board for special consideration which, if granted, would result in a "W" (Withdrawn) grade for each enrolled unit. An appeal must be made in writing on a Student Grievance form to the Registrar, with supporting evidence of the grounds for the appeal. Academic appeals must normally be made within 20 working days of the publication of results. The Student Grievance Procedure is published in the Student Handbook and on the website.

In such special circumstances you can also apply to the Grievance Committee for a refund of prepaid fees or a reversal of your FEE-HELP debt for the relevant units. Application must be made in writing, attaching all relevant documents, within 12 months of the last day of study for the unit(s) concerned, giving all relevant details and evidence of the grounds for appeal.

Special circumstances that qualify for the reversal of a failing grade, or the refund of fees, or reversal of a FEE-HELP debt have been determined in accordance with the *Higher Education Support Act 2003* as circumstances which:

- were beyond your control, and
- did not make their full impact until on or after the Census date, and
- were such that they made it impractical for you to complete your study requirements.

The current census dates can be found on the relevant academic calendars on our website: <http://excelsia.edu.au/current-students/academic-calendar/>

REFUND POLICY

If a student who has paid tuition fees in advance to Excelsia College or who has incurred a fees debt under FEE-HELP wishes to withdraw from the course, the following Refund Policy applies:

- If a student withdraws any time before the census date they will receive a full refund of fees, less a \$200 administration fee.
- If a student withdraws after the census date there will be no refund of fees.

FEES AND REFUND INFORMATION FOR NEW INTERNATIONAL STUDENTS

PURPOSE

This Policy details the refunds payable to International Students who withdraw after having paid their fees to Excelsia College.

CENSUS DATE

Census date is the last date on which a student can withdraw from a unit without incurring an academic or financial penalty.

REFUND POLICY

For those new overseas students who have withdrawn from the course after having prepaid their tuition fees, this Refund Policy allows the following refunds:

- If a student gives written notification of their withdrawal from the course prior to the start of semester, the full tuition fees paid are refunded less a \$500 administration fee.
- If a student gives written notification of their withdrawal from the course after the semester commencement date and prior to census date, there will be no refund of fees paid.
- If a student gives written notification of their withdrawal from the course after the census date, there will be no refund of fees paid.
- If a student withdraws from the course after the census date as a result of serious illness, misadventure or other unforeseen circumstances that occurred after the census date, the student can apply for special consideration which, if granted, could lead to a refund of prepaid fees. The College consults the [Higher Education Support Act 2003](#) in these matters. The Act defines the special circumstances that qualify for the refund of fees as circumstances which:
 - were beyond the student's control, and
 - did not make their full impact until on or after the census date, and
 - were such that they made it impractical for the student to complete study requirements.

To apply for special consideration, a student must make application to the Registrar within 12 months of the date he/she withdrew from the course, using the [Student Grievance Notification](#) form with supporting evidence attached. See the [Student Grievance Policy and Procedures](#) for more details.

- If a student's application for a Student Visa is rejected, a full refund of fees will be paid.
- If a student obtains permanent resident status after the census date in a semester, he/she will be classified as an overseas student for the remainder of that semester, and will be liable to pay the tuition fees applying to overseas students for that semester. From the following semester, the student will be classified as a permanent resident and will be liable to pay the tuition fees applying to domestic students.

APPLICANT'S DECLARATION

By signing below, I declare that I have received and/or accessed the Excelsia College Student Handbook. My submission of this application indicates my willingness to uphold the regulations, general standards, and the academic and spiritual integrity of the Institute expressed therein. I further declare that the information provided by me in this application is correct and complete. I authorise Excelsia College to obtain/verify results from any educational institution attended by me. I understand that Excelsia College reserves the right to vary or reverse any offer of admission made on the basis of incorrect or incomplete information. I authorise Excelsia College to provide my personal information to government or education authorities if required to do so under Commonwealth or State legislation.

I have completed the **checklist on the back** of this application and attached all required supporting documentation.

I confirm that I have read and understood the **Fees and Refund Information**.

I confirm that I have read, understood and accept the **Privacy Principles**.

I confirm that I have read and understood the **Applicant's Declaration**.

I have received or have accessed on the Excelsia Website the **Student Handbook** and **Course Information Book** relevant to my application.

I confirm I have answered all application questions to the best of my knowledge and agree to the application process, as outlined on the Excelsia Website *How To Apply*.

ADDITIONAL AGREEMENT FOR OVERSEAS STUDENTS - I have received or have accessed on the Excelsia Website the **Important Information for International Students**, and I am over 18 years of age.

APPLICANT'S SIGNATURE _____

DATE _____

APPLICATION CHECKLIST

Your application will not be processed until all sections are completed and all required certified supporting documentation is received.

REQUIRED INFORMATION FROM *ALL* APPLICANTS

- Application for Admission
- School Supplementary Information
- Proof of Citizenship (certified copy showing your current name)*
Proof of Citizenship is one or more of the following documents - the identifying page of your Passport, your Birth Certificate or your Citizenship Certificate.
- One (1) current passport sized photograph attached to the front of this application

ADDITIONAL REQUIREMENTS FROM *SPECIFIC* APPLICANTS. ONE OR MORE *MAY BE REQUIRED*.

- IELTS/TOEFL documents
Overseas applicants whose first language is not English
- Portfolio CD (only for interstate or overseas applicants).
School of Graphic Design
- Audition CD/DVD/Video
Performing Arts (Schools of Dance, Drama and Music)

CERTIFICATION OF DOCUMENTS

*These documents need to be certified. This can be done one of the following ways:

1. Bring your original documents to the Registrar's Office, where the originals will be sighted, photocopied and returned to you.
2. Take your originals along with a photocopy to anyone who is currently employed as:
 - an accountant - member of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practising Accountants, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents
 - a bank manager, but not a manager of a bank travel centre
 - a credit union branch manager
 - a commissioner for declarations
 - a barrister, solicitor or patent attorney
 - a police officer in charge of a police station, or of the rank of sergeant and above
 - a postal manager
 - a principal of an Australian secondary college, high school or primary school.
3. Take your originals along with a photocopy to a Justice of the Peace in Australia with a registration number. To find a Justice of the Peace in your area, check the public register of JPs available online from the NSW Attorney-General's Department at www.lawlink.nsw.gov.au.

Please note you cannot verify your own documents. Failure to provide certified documents may delay the processing of your application.