THE UNIVERSITY OF NEW SOUTH WALES

NON AWARD or CROSS INSTITUTIONAL ENROLMENTS

This Application is for the use of International Students Only

Applicants should read this leaflet before completing their application and retain for information.

Non Award enrolment refers to all enrolments in courses or a sequence of courses which do not lead to or count towards a formal award of the University of New South Wales.

Non Award enrolments fall into two categories; Voluntary and Cross Institutional.

A Voluntary course enrolment is where the student enrols in a course either out of interest, or to develop professional competence in an area of specialisation. Students enrolled in award programs sometimes simultaneously enrol voluntarily in courses additional to their award requirements. Tuition fees are set annually.

Cross Institutional enrolment is where a student enrols in a course at UNSW for credit towards an award at another Australian tertiary institution in which the student is concurrently enrolled. Before an application for Cross Institutional enrolment can be approved, the student must submit the home institution's written confirmation that the course/s applied for will be credited towards their degree.

APPLICATION INSTRUCTIONS

Re-enrolling Students
Students who enrol in a Non Award program (Voluntary or Cross Institutional) may add courses for subsequent semesters of the same academic year by completing a Course Enrolment Variation form available from UNSW Student Central or the myUNSW website my.unsw.edu.au/student/academiclife/Forms.html. No application fee applies. Students must lodge the Course Enrolment Variation form with the Admissions Office (Non Award) by the commencement of the semester to which they are applying.

Cross Institutional students must provide written approval from their home institution for the additional course/s. This approval letter must be an original or certified copy* and must accompany the Course Enrolment Variation form.

Commencing Students
All applications must be made on the form, Application for Admission: Non Award Voluntary or Cross Institutional, which is available from UNSW Student Central, Lower Ground Floor of the Chancellery, or the UNSW website http://www.unsw.edu.au/futurestudents/nonaward

Applicants must complete all questions on the application form. The application form together with an original or certified copy* of your academic transcript/s and home institution approval (if Cross Institutional) should be lodged with the Admissions Office (Non Award). Applicants will be advised in writing of the outcome of their application.

SUMMER TERM & AGSM MBA Session 1 (MG1) COURSES
Completed applications for Summer Term must be lodged with the Admissions Office (Non Award) by:
15 November for courses offered in Teaching Period U1, U1A & MG1 and
15 December for courses offered in Teaching Period U1B.

A non-refundable application processing fee of $100.00 is payable at the time of lodgement of the application. Applications received after the published closing date for the relevant Teaching Period (see above) will NOT be processed.
SEMESTER ONE COURSES

Teaching Period One (T1) & Teaching Period One-A (T1A)
Completed applications for Semester One must be lodged with the Admissions Office (Non Award) by 10 February. A non-refundable application processing fee of $100.00 is payable at the time of lodgement of the application.

Late Applications may be accepted after the closing date subject to institution quotas. Applications received after the commencement of semester (i.e. after the commencement of week one) will NOT be processed. As well as the $100.00 application fee, a non-refundable late application fee of $100.00 will be imposed on applications received after the closing date, bringing the total amount payable to $200.00. It is advisable to contact the Admissions Office (Non Award) before submitting a late application.

Teaching Period One-B (T1B) & AGSM MBA Session 2 (MG2)
Completed applications for Semester One (T1B) and AGSM MBA Session 2 (MG2) must be lodged with the Admissions Office (Non Award) by 10 April. A non-refundable application processing fee of $100.00 is payable at the time of lodgement of the application. Applications received after the published closing date will NOT be processed.

SEMESTER TWO COURSES

Teaching Period Two (T2) & Teaching Period Two-A (T2A)
Completed applications for Semester Two (T2 & T2A) must be lodged with the Admissions Office (Non Award) by 10 July. A non-refundable application processing fee of $100.00 is payable at the time of lodgement of the application.

Late applications may be accepted after the closing date subject to institution quotas. Applications received after the commencement of semester (i.e. after the commencement of week one) will NOT be processed. As well as the $100.00 application fee, a non-refundable late application fee of $100.00 will be imposed on applications received after the closing date, bringing the total amount payable to $200.00. It is advisable to contact the Admissions Office (Non Award) before submitting a late application.

Teaching Period Two-B (T2B) & AGSM MBA Session 3 (MG3)
Completed applications for Semester Two (T2B) and AGSM MBA Session 3 must be lodged with the Admissions Office (Non Award) by 20 August. A non-refundable application processing fee of $100.00 is payable at the time of lodgement of the application. Applications received after the published closing date will NOT be processed.

ENGLISH LANGUAGE PROFICIENCY

All applicants, whether local or international, for admission to any UNSW program delivered either in Australia or overseas, who do not have an assessable qualification undertaken and assessed in English, must provide evidence that their English language ability meets the minimum requirements for admission. The required evidence may take the form of results from an approved English Language test undertaken no more than two years prior to the commencement of study at UNSW. Please see www.unsw.edu.au/elp for further details.

Please Note: Only ORIGINAL test certificates are acceptable. The University does not accept certified copies of English Language Results.
FEES AND CHARGES

Tuition Fees
International students are liable for tuition fees for all Non Award enrolment in courses. This is irrespective of whether or not you are concurrently enrolled in an award program at the University. All students required to hold a student visa or other temporary visa for residence in Australia are deemed to be 'International' students for the purpose of determining tuition fees for Non Award enrolments. The tuition fees payable in 2010 can be viewed on the UNSW website at https://my.unsw.edu.au/student/fees/ScheduleTuitionFees.html.

International students are required to pay the international tuition fee for any Non Award courses they undertake. In addition, students holding a student visa and not concurrently enrolled in an award program are required to enrol in full-time load (1.00 FTE) ie. 24 units of credit in a single semester of study.

For further information about
Access to Fee Statements/Payment Due Dates/Tuition Fees
please see my.unsw.edu.au/student/fees/FeesMainPage.html

Overseas Student Health Cover (OSHC)
It is a requirement of the Australian government that Student Visa holders take out medical insurance (OSHC) for the duration of their study. To secure a visa, students must pay OSHC for the full duration of their Non Award enrolment and show evidence that they have cover through a registered provider. For further information about arranging OSHC and registered providers please see http://www.international.unsw.edu.au/future/futureoshc.html

STUDENTS WITH DISABILITIES
UNSW has a policy of equal opportunity in education and seeks wherever possible to ensure maximum participation of students with disabilities.
A range of assistance is offered, including examination support, specialised equipment, educational support, parking provisions and library assistance. If you have a disability please make contact with the Student Equity and Disabilities Unit on telephone (02) 9385 4734 prior to or immediately following enrolment to discuss your support needs.

*WHAT IS A CERTIFIED COPY?
A ‘certified copy’ is a copy of an original document that is verified or notarised as a true copy by an authorised person. This person may be: a public notary, staff of Australian diplomatic missions, Justice of the Peace (must bear the official registration number), IDP Education Australia staff, administration of the institution which issued the document, authorised representatives of UNSW, authorised UNSW offshore office staff.

To have your documents certified, you will need to give both the original and the copy to the person certifying the document. Each page of the document must be certified separately, and must show clearly:

- the words ‘I certify this to be a true copy of the document shown and reported to me as the original’
- the signature of the certifying officer
- the name and address or provider/registration number of the certifying officer or notary printed legibly below the signature. UNSW must be able to contact the certifying officer or notary directly if necessary
- official stamp or seal of the certifier’s organisation (if available).

All copies of documents (including English translations where applicable) which you send to UNSW must be certified. Faxed copies of documents will only be accepted if faxed directly from the administration of the institution which issued the document.
RULES AND GUIDELINES

1 Non Award enrolment in a course, taken either Voluntarily or Cross Institutionally, may be permitted provided that the student has appropriate educational qualifications and in each case the Head of the School offering the course considers that the student will benefit from the enrolment, that accommodation is available, and that the enrolment does not prevent a place in the course being available to a student proceeding to an award.

2 The University may limit the number of non-award courses in which a student may enrol, regardless of the permission to enrol that the student may have received from Heads of Schools offering the courses. In general, students will not be permitted to enrol in more than 24 units of credit in any one academic year.

3 A student who is under exclusion from any course in the University may not enrol in that course as a Voluntary enrolment.

4 A student who is under exclusion from any program at the University may not enrol in any course which forms a compulsory component of the program from which the student is excluded.

5 A student who is subsequently admitted to an award program at the University, for which the courses completed as a non-award student form a part, may apply for credit for those courses.

6 As a general rule the University does not permit Non Award enrolments in first year undergraduate courses. In addition, the University may decline permission to enrol in a course if the student has not completed pre-requisites for that course.

FURTHER INFORMATION
Contact the Admissions Office (Non Award)
University of New South Wales
UNSW SYDNEY NSW 2052
Telephone: +61 2 9385 3228
Email: nonaward@unsw.edu.au

www.unsw.edu.au/futurestudents/nonaward
### 1. Personal Details

<table>
<thead>
<tr>
<th>Have you applied to UNSW before?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Name:</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Date of Birth (dd/mm/yyyy):</strong></td>
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<tr>
<td><strong>Given name(s):</strong></td>
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<tr>
<td><strong>Sex:</strong></td>
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<td>F</td>
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<tr>
<td><strong>Home Address (compulsory):</strong></td>
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<tr>
<td><strong>Agent's Address (if applicable):</strong></td>
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</tbody>
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| **Email:**                        |     |
| **Phone Work:**                   | (   ) |
| **Home:**                         | (   ) |
| **Mobile:**                       |      |

| **Country of Birth:**             |     |
| **Country of citizenship:**       |     |
| **Are you an Australian Permanent Resident?** | Yes | No |
| **Will you be studying on a Student Visa** | or another type of Temporary Resident Visa | |
| **Location of Australian Diplomatic Mission where you intend to apply for your Student Visa:** |
| **Passport Number:**              |     |
| **Visa Evidence Number:**         |     |

### 2. Application Details

<table>
<thead>
<tr>
<th>Are you applying for voluntary or cross-institutional non-award enrolment?</th>
<th>Voluntary</th>
<th>Cross-institutional</th>
</tr>
</thead>
</table>

If cross-institutional, name the institution and program towards which the course/s will count.

| **Program:**                   |     |
| **Institution:**              |     |
| **Home Institution Approval Attached:** | |

**Note:** this application will not be accepted without the written confirmation of your home institution that the course/s will be credited towards award requirements.

### 3. Course/s Applied For

<table>
<thead>
<tr>
<th>UNSW Course Code</th>
<th>Semester (eg Summer, S1, S2)</th>
<th>Course Name</th>
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<tbody>
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<td>6</td>
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</tbody>
</table>

### 4. Tertiary Studies

<table>
<thead>
<tr>
<th>Institution and country</th>
<th>Degrees and Diplomas held or being completed</th>
<th>Completed? Yes or No</th>
<th>Years of Study eg. 1998-2002</th>
<th>Year of graduation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are you currently enrolled at a tertiary institution?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have you previously been, or are you liable for exclusion from any tertiary institution?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### 5. Details of Professional Experience

Applicants for admission to courses having a professional experience requirement must attach Curriculum Vitae or Resume which details their experience including name of employer, dates of service and nature of duties or position occupied.

### 6. English Language Proficiency

1. English is my first language

2. I have undertaken studies (within the past two years) in which the language of instruction was English

**Please give details and supply documentation**

3. I have sat for an English Language Test (TOEFL, IELTS, CULT) within the past two years

<table>
<thead>
<tr>
<th><strong>Test Name:</strong></th>
<th>Test Date:</th>
<th>Test Score:</th>
</tr>
</thead>
</table>

**(Attach original documentation)**
7. Check List

YOUR APPLICATION CANNOT BE CONSIDERED UNLESS ALL ESSENTIAL DOCUMENTS ARE ATTACHED.

I have included with this application form

☐ Application Fee
The application fee (non-refundable) of $100 payable by bank draft/bank cheque/cheque in Australian dollars made out to The University of New South Wales or complete the credit card authorisation for payment section below. Payable per application. Applications submitted after the closing date (see below) are liable for an additional $100 late application fee.

☐ Academic Documentation
Original or certified copies of ALL previous tertiary studies (awards gained, marks and grades). If not in English official translations into English plus copies of the original language document will be required. Please note: Exam/Result notices and web statements are not acceptable.

☐ CV/Resume
Applicants for admission to courses having a professional experience requirement must attach Curriculum Vitae or Resume which details their experience including name of employer, dates of service and nature of duties or position occupied.

☐ English Language Proficiency
English language proficiency test result (must be an original copy).

☐ Student/Temporary Visa
Certified copy of your Student/Temporary visa and passport page showing personal details.

If you are applying to study as a Cross Institutional student, you must also provide the following

☐ Home Institution Approval
Your home institution’s written confirmation that the course/s applied for will be credited towards your degree.

8. Privacy Notification

The University of New South Wales (UNSW) acknowledges and respects the privacy of individuals. The information you have provided in your application form is ‘personal information’ as defined by the Privacy and Personal Information Act, 1998 (NSW) [The Act]. The information you provide is collected and held by UNSW for administrative and statistical purposes in order to assess your application for admission and to send you information about UNSW activities that may be of interest to you. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and the UNSW Privacy Management Plan. UNSW will not disclose your personal information without your consent and without due cause, except as required by law. You have the right to refuse this consent, but if the consent is not given, your application may not be processed. I understand that I am subject to UNSW rules of misconduct and that an adverse finding may be disclosed to my home institution. Express consent to disclosure is given below.

9. Declaration and Consent

I declare that the information submitted in my application is correct and complete. I authorise the University to obtain information from any educational institution previously or currently attended by me. If any information supplied by me is considered to be untrue, incomplete or misleading in any respect, I understand the University may take such action as it believes necessary, including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it, and I consent to such disclosure. I understand the University reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information.

Name: _________________________________________________________________________________________________
Signature: _______________________________________________________ Date: _____/ ______/ ______

**Unsigned applications will not be processed.**

10. Payment (please tick one box)

If you require a receipt please enclose a stamped, self-addressed envelope.

☐ I enclose payment for $100.00

OR

☐ I acknowledge that my application will be received after the closing date and enclose payment for the application fee and the late application fee totalling $200.00 I acknowledge that applications received after the commencement of semester will NOT be processed.

Please debit my credit card ☐ Mastercard ☐ Visa ☐ Expiry Date: _____ / __________ Name of Cardholder: _________________________________________________________________________________________________

Signature of cardholder: __________________________________________________________________________________________

Send your complete application and application fee to:
Admissions Office (Non-Award)
UNSW Sydney NSW 2052
Australia
Facsimile: +61 2 9662 4241
Phone: +61 2 9385 3228

Application Deadlines
A listing of the University’s closing dates for Non Award and Cross Institutional applications can be found in the attached information or at www.unsw.edu.au/future students/nonaward