

DAB Short Teaching Sessions

Non Award Study



General Instructions

- This application form is for Australian or New Zealand citizens and Australian permanent residents who wish to apply for DAB Short Teaching Session Non Award study at UTS.
- Non Award study refers to enrolment in a subject/s that does not count towards a UTS formal award course.
- Allocation depends on the availability of class spaces after UTS award students have enrolled.
- It should not be assumed that applicants will be successful in their application
- Successful applicants are offered enrolment for a single session only.
- Applicants will be advised of the outcome of their application shortly before session commences.
- Completion of Non Award subjects **does not** guarantee future admission to a UTS award course.
- A student cannot enrol in more than 48 credit points of Non Award and Cross Institutional study at UTS. This total will be calculated from any Non Award or Cross Institutional study undertaken from Autumn session 2008 onwards. The maximum load for a session is 26 credit points.
- **Note:** Students are **not** eligible for Non Award study if they:
 - are presently under a period of exclusion from a university
 - have already failed the same subject twice
 - are a non-resident who is the holder of a Temporary Resident Visa or Student VisaNon-residents should contact UTS: International for advice on (02) 9514 1531.

Subject Availability for DAB Short Teaching Session Non Award Study

- Some subjects may have prerequisites that must be met. Consult the appropriate Faculty Handbooks for specific information about each subject.

| Short Teaching Session | Last day to apply |
|---|-------------------|
| March Session | 12 February |
| April Session | 19 March |
| May Session | 19 April |
| June Session | 24 May |
| July Session | 21 June |
| August Session | 16 July |
| September Session | 20 August |
| October Session | 20 September |
| November Session | 18 November |
| Activity dates for particular sessions will be confirmed closer to session start | |

Late applications will not be considered

Non Award Fees

- Non Award study is offered on a full fee-paying basis only. For further information visit the UTS website <https://www.uts.edu.au/current-students/managing-your-course/fees-and-payment/domestic-student-tuition-fees/non-award-and>
- You must access your own e-Invoice online via My Student Admin – available 2 working days after you enrol into subjects.
- **Please note the following payment due dates:**
 - March session: 4 March 2021
 - April session: 8 April 2021
 - May session: 6 May 2021
 - June session: 10 June 2021
 - July session: 8 July 2021
 - August session: 5 August 2021
 - September session: 9 September 2021
 - October session: 7 October 2021
 - November session: 3 November 2021

Non Award students must pay in full by the due date, and are not eligible to defer fees through any of the government loan schemes.

Failure to pay by the due date will incur a Late Payment Fee.

Completing the Application Form

The following instructions relate to the numbered sections of the application form:

Section 2 – Personal Details

If your family name or given names are different from that stated on any documents:

- indicate your previous name(s) in the space provided
- provide proof of name change e.g. Marriage Certificate, Divorce Order, Deed Poll

Section 3 – Session and Subjects

- Indicate the session for which you are applying.
- Indicate which subject/s you are applying for.

Section 5 – Secondary School Studies

- If you have completed Australian Year 12 or Senior High School studies please indicate the year completed, state, name of qualification (eg HSC), school name and candidate number (if known). This is for government reporting purposes.

Section 6 – Academic Qualifications

- If you list any academic qualifications at Section 6 you will need to provide an official academic transcript showing the subjects studied, the marks obtained and an explanation of the grading system (**Note:** unofficial transcripts printed from institution websites will not be accepted).
- If you have completed or been awarded the qualification you will need to provide proof of completion.
- If any of your documents are not in English you must provide an official translation **as well as** the original language documents. For example, documents translated by a professional level translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) are accepted. (See www.naati.com.au for details.)
- Previous UTS students do not need to provide evidence of study undertaken at UTS.

Certification of Documents

- Documents **cannot** be returned once they have been submitted. It is recommended that you submit certified copies, **not** originals
- Photocopies of electronic transcripts from other institutions will only be accepted when they can be verified as authentic through an online secure portal hosted by the institution (this often involves submitting a link and password to UTS)
- Uncertified photocopies and faxed or scanned documents will not be accepted.
- You **cannot** certify your own documents, even if you belong to one of the categories listed below, and you **cannot** have your documents certified by a person directly related to you.
- Documents can be certified by:
 - The official records department of the institution that originally issued the document(s)
 - The Student Enquiries Office or Admissions Office of an Australian university or TAFE College
 - The university admission centre of any Australian State (e.g. UAC)
 - An Australian overseas diplomatic mission
 - An accountant who is a member of one of the following Australian associations: the Institute of Chartered Accountants in Australia; CPA Australia; the National Institute of Accountants; the Association of Taxation and Management Accountants; Registered Tax Agents
 - An Australian:
 - Justice of the Peace with a registration number
 - bank manager/credit union branch manager
 - barrister, solicitor or patent attorney
 - postal manager
 - principal of a secondary college, high school or primary school
 - police officer ranked Sergeant or above
 - defence force officer
 - pharmacist
 - medical practitioner or specialist
 - registered nurse
- The person certifying the copies **must** include the following information on the **front of every page** to be submitted:
 - the statement '*I, [insert name], certify that this is a true copy of the original document sighted by me'*
 - signature
 - occupation (and official stamp or seal of their organisation if available)
 - telephone number
 - date
 - a JP must also indicate their **registration number** and the Australian state in which they are registered (contact details are optional for JPs)

Lodging Your Application

- Check that all relevant sections have been completed.
- Check that the declaration on page 3 is signed and dated.
- Ensure that all copies of official documents have been certified.
- Do not enclose your application in binding
- Do not include examples of your work unless specifically asked to.
- Please remove these instruction pages from the application form.

Submit your application online at ask.uts.edu.au under *other enquiries*

Further enquiries

For more information about Non Award study at UTS contact the UTS Student Centre:

Email via website: <https://ask.uts.edu.au/>
Phone: 1300 ASK UTS (1300 275 887)
Website: www.uts.edu.au

| |
|---------------|
| Date received |
| |

2021 Application for Admission:

DAB Short Session Non Award Study



Date received in Admissions

- Non Award study refers to enrolment in a subject or subjects that do not count towards a formal award at UTS
- You must read the instructions accompanying this form before completing the details below
- Please detach the instructions before you submit your application

1. PREVIOUS ENROLMENT

| | | |
|-----------------------|--|--------------------|
| CHESSN - SAU Use Only | If you have applied to UTS please state your application number, if known: | UTS Student Number |
|-----------------------|--|--------------------|

2. PERSONAL DETAILS

| | | | |
|------------------------|--------------------|-------------------------------------|--|
| Surname or Family Name | | First Given Name | |
| Other Given Name/s | | Maiden Name or Previous Family Name | |
| Title (Mr/Ms etc) | Gender (M, F or X) | Date of Birth (dd/mm/yy) | |
| Number and Street | | | |
| Suburb | State | Postcode | |
| Home Phone | Work Phone | Mobile | |

Email

3. SESSION and SUBJECTS

Please indicate the session for which you are applying. For available sessions, see page 1 of the instructions.

Please list the subject/s for which you are applying (check with faculties for available attendance modes*)

| UTS Subject No. | Subject Name | Session | Attendance* (Tick One) | Code/ Availability/ Cr Pts | Decision of Faculty Nominee: Tick Yes/No AND Sign and Date | | | | |
|------------------------|--------------|---|--------------------------------|--|---|--|--|--|--|
| | | | <input type="checkbox"/> Block | C50002 | () Yes Signature: | | | | |
| | | | | | () No Date: | | | | |
| | | | <input type="checkbox"/> Block | C50002 | () Yes Signature: | | | | |
| | | | | | () No Date: | | | | |
| | | | <input type="checkbox"/> Block | C50002 | () Yes Signature: | | | | |
| | | | | | () No Date: | | | | |
| SAU USE ONLY | | UTS Cr Pts Attempted (since Autumn 2006) | | FACULTY USE: (Basis For Admission/Comments) | | | | | |
| () Academic Transcript | | | | | | | | | |
| () Proof of Completion | | | | | | | | | |
| () Other | | | | | | | | | |
| | | Is application complete? () Yes () No | BFA Other | Decision () OF () RJ Date letter sent: | | | | | |

| 4. CITIZENSHIP/RESIDENCY | | | | Office Use Only |
|---|---|---|--|-------------------------|
| Part A Citizenship/Residency Status | | | | Cit/Res Status |
| i) Are you an Australian Citizen? | | <input type="checkbox"/> Yes - Go to question (vi) <input type="checkbox"/> No - Go to question (ii) | | 1 |
| ii) Are you a New Zealand Citizen? | | <input type="checkbox"/> Yes - Go to question (vi) <input type="checkbox"/> No - Go to question (iii) | | 2 |
| iii) Are you a Permanent Resident of Australia? | | <input type="checkbox"/> Yes - Please indicate the date permanent residency was granted, then go to question (iv) | | Date (dd/mm/yy) 3 8 |
| iv) Is your visa a permanent humanitarian visa? | | <input type="checkbox"/> Yes - Go to question (v) <input type="checkbox"/> No - Go to question (v) | | Date |
| Note: If you did not answer 'Yes' to any of the questions above (i, ii, iii or iv) you must apply as an International applicant on a different application form. Contact UTS: International on (02) 9514 1531 for details. | | | | |
| v) Did you meet residency requirements for citizenship more than a year ago? | | <input type="checkbox"/> Yes - Go to question (vi) <input type="checkbox"/> No - Go to question (vi) | | Y N |
| vi) Are you residing inside Australia during your studies? | | <input type="checkbox"/> Yes - Go to Part B <input type="checkbox"/> No - Go to Part B | | Y N |
| Part B Country of Birth | | | | |
| vii) If you were not born in Australia and you are now residing in Australia, in what year did you enter Australia ? | | | Year of entry | Year |
| viii) Please state your country of birth | | Country | | |
| ix) Please indicate the main language spoken in your home | | Language | | |
| x) Are you of Australian Aboriginal descent? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| xi) Are you of Torres Strait Islander descent? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 5. SECONDARY SCHOOL STUDIES | | | | |
| Have you completed Australian Year 12 or Senior School studies ? <input type="checkbox"/> Yes – please give details below <input type="checkbox"/> No – Go to Section 6 | | | | |
| Year eg 1987 | Name of Qualification e.g. HSC | School Name | ATAR/UAI/TER | State e.g. NSW |
| | | | | School Code |
| 6. ACADEMIC QUALIFICATIONS | | | | |
| Are you currently enrolled and/or have you previously been enrolled at an Australian or overseas University, CAE, Institute of Higher Education, TAFE College, or equivalent ? <input type="checkbox"/> Yes – please give details below and provide documentary evidence <input type="checkbox"/> No – Go to Section 7 | | | | |
| Years From/To | Institution Attended and Student No. (if known) | Title of Course or Qualification | Completed, Discontinued or Being Attempted | Language of Instruction |
| | | | | Year |
| | | | | Institution Code |
| | | | | Institution Code |
| | | | | Institution Code |
| 7. EXCLUSION FROM PRIOR UTS STUDY | | | | |
| Have you been excluded from study at UTS ? <input type="checkbox"/> Yes - Please give details below <input type="checkbox"/> No - Go to Section 8 | | | | |
| UTS Course | | Last Period of Attendance (Year & Session) | | |
| | | | | |

8. EMPLOYMENT DETAILSAre you currently employed (including self employment)? Yes – Please give details No – Go to the next question

| | |
|--------------------|---------------|
| Employer's Name | Position Name |
| Employer's Address | |
| Phone | Fax |

9. PROFESSIONAL QUALIFICATIONSDo you want any professional qualifications taken into account in the assessment of your application (e.g. CPE, Institution of Engineers, etc)? Yes – Please give details No – Go to the next question

| Qualification | Institution/Professional Body | Years of Membership or Date Obtained |
|---------------|-------------------------------|--------------------------------------|
| | | |
| | | |

10. OTHER INFORMATION

Do you have any other relevant information not included above, such as supporting references, short courses, continuing professional education etc., which you wish to be considered? If so, please give details in the form of a supporting statement and/or attach the relevant documents to this application form.

| |
|--|
| |
| |

12. Applicant Declaration Authority and Privacy Notice - all applicants must complete this section

- All the information and supporting documents provided with this Application are true and correct and I will inform UTS immediately of any changes to the information I have given.**
- I understand that all documents submitted with this application become the property of UTS**
- I understand that UTS reserves the right to vary or reverse any decision on the basis of untrue, misleading or incomplete information.**

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Privacy notice for all applicants

UTS is collecting your personal information, including relevant certified documents and details of previous study, to allow the university to consider and process your application to study at UTS.

Information collected will be used to verify the details you have provided and obtain your results and other relevant information relating to your previous studies. If you have studied at UTS previously, existing information held by UTS relating to your previous studies may also be used.

UTS will also be using information for quality improvement and planning processes, which may include tracking student progression from application to graduations.

UTS may disclose personal information relating to applicants to the Department of Education and Training, or its successor, for the purpose of managing Commonwealth supported places, generating as required Commonwealth student identifiers, or in relation to other data collections as the Department may lawfully require from UTS from time-to-time.

If you are an international applicant, information collected may also be disclosed to the Australian Government and designated agencies and authorities where required for compliance with legislation, including the Education Services for Overseas Students Act 2000 (Cth). If you are registering via an Agent, information may be disclosed to your Agent on your behalf.

If you are a sponsored student, information, including your academic progress, results, attendance or financial standing, will be disclosed to your sponsor, your embassy, cultural mission or any third party appointed by your sponsor, your embassy and/or cultural mission.

If the university has reasonable grounds to believe information provided by you is deliberately incomplete, untrue, fraudulent, or incorrect in any way, the university may disclose this fact and other related information to relevant third parties, including educational institutions that information is claimed to have originated from, or other party's applications have been lodged with. Fraudulent applications may also be referred to the Police.

Applicants who are successful will be required to sign the Student Declaration at enrolment. This includes additional privacy information which will also cover information collected during this application process once an applicant commences as a student of UTS.

UTS will not disclose information collected as part of this application process further to this privacy notice or the subsequent Student Declaration, without consent, unless required or permitted by law.

Records relating to applications will be retained in line with the university's records management policy.

You can access information held about you and your application at any time through the application portal. Otherwise, any request you may have to access, correct, delete if lawful, transfer your information, or withdraw your application or consent should be referred to: for postgraduate coursework applicants (student.records@uts.edu.au); or for higher degree research HDR applicants (GRS@uts.edu.au). Note that if you withdraw consent to use this information, UTS may not be able to process your application.

For further information about privacy at UTS or making privacy related complaints, refer to Privacy at UTS.