2014 Application for Admission: Non Award Study

General Instructions

- This application form is for Australian or New Zealand citizens and Australian permanent residents who wish to apply for 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.
- You will be considered for enrolment as a Non Award student provided vacancies exist in the subject/s for which you have applied.
- Successful applicants are offered enrolment for a single semester only. All applicants must submit a new application for each semester in which they wish to enrol.
- Applicants will be advised of the outcome of their application shortly before semester 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 Semester 2006 onwards. The maximum load for a semester 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 Visa.
  Non-residents should contact UTS: International for advice on (02) 9514 1531.

Subject Availability For Non Award Study

- Applicants may choose subjects at any level from courses currently offered by UTS in Autumn (AUT) or Spring (SPR). Teaching sessions other than Autumn or Spring are not available to Non Award applicants.
- Some subjects may have prerequisites that must be met. Consult the appropriate Faculty Handbooks for specific information about each subject. Faculty Handbooks can be accessed via the UTS web site at www.handbook.uts.edu.au Please contact the faculty for detailed subject information and timetables.

Closing Dates

<table>
<thead>
<tr>
<th>Autumn Semester (commencing 24 February 2014)</th>
<th>Spring Semester (commencing 28 July 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 January 2014</td>
<td>30 June 2014</td>
</tr>
</tbody>
</table>

Late applications will not be considered

For general enquiries regarding Non Award study at UTS contact the UTS Student Centre:
Email via website:  www.ask.uts.edu.au
Phone:  1300 ASK UTS  (1300 275 887)
Completing the Application Form

- Complete the application form with a blue or black pen using **block letters**.
- When required, place a clear tick in the appropriate boxes.

**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 – Semester and Subjects**

- Indicate the semester for which you are applying. Use separate forms for Autumn and Spring subjects
- Indicate which subject/s you are applying for. Distance and block attendance modes are only available for selected subjects. Confirm availabilities for distance or block mode with the relevant faculty before nominating one of these modes.

**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 (e.g. 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 details, see: [http://www.sau.uts.edu.au/forms/supporting.html](http://www.sau.uts.edu.au/forms/supporting.html)
- 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.
- 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
    - 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
  - telephone number
  - date
  - official stamp or seal of their organisation (if available)
  - a JP must also indicate their **registration number** and the Australian state in which they are registered
Non Award Fees

- Non Award study is offered on a full fee-paying basis only. For further information visit the UTS website http://www.sau.uts.edu.au/fees/non-award/index.html
- 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:
  - Autumn Semester: 17 March
  - Spring Semester: 15 August

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 $150 Late Payment Fee.

Lodging Your Application

- Check that all relevant sections have been completed.
- Check that the form 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.

Lodge your application by mail to:

Direct Admissions
UTS Student Administration Unit
PO Box 123
BROADWAY NSW 2007

OR

Lodge your application in person at a UTS Student Centre as listed below:

Broadway Campus - Building 1
Level 4 (Street Level)
15 Broadway
ULTIMO

Haymarket Campus - Building 5
Block C, Level 1
Cnr Quay Street and Ultimo Road
HAYMARKET

Kuring-gai Campus
Level 5, Building 1
Eton Road
LINDFIELD

For information on UTS Student Centre opening hours see: www.uts.edu.au/students/centres.html/

Further enquiries

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

Email via website: www.ask.uts.edu.au
Phone: 1300 ASK UTS (1300 275 887)
Website: www.uts.edu.au
Application Acknowledgement

If you wish receipt of your application to be acknowledged please complete the details below and attach this page to the front of your application.

Name: ______________________________
Address: ______________________________

Note: You must advise UTS in writing, or via email, if you:
- change your address after lodging your application
- wish to change your nominated preferences
- decide to withdraw your application

Contact details:
Postal address: Direct Admissions
               Student Administration Unit
               UTS
               PO Box 123
               BROADWAY NSW 2007

Email via website: www.ask.uts.edu.au

Phone: 1300 ASK UTS (1300 275 887)
2014 Application for Admission:
Non Award Study

- 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 before 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 or F)
Date of Birth (dd/mm/yy)

Number and Street

Suburb
State
Postcode

Home Phone
Work Phone
Mobile

Email Note: This will not be used as the main form of communication to applicants. You will be advised of the outcome of your application by post.

3. SEMESTER and SUBJECTS

Please indicate the semester for which you are applying. Use a separate form for each semester. Semesters are: Autumn (commencing 24 February); Spring (commencing 28 July).

<table>
<thead>
<tr>
<th>Semester</th>
<th>UTS Subject No.</th>
<th>Subject Name</th>
<th>Attendance* (Tick One)</th>
<th>Code/ Availability/ Cr Pts</th>
<th>Decision of Faculty Nominee: Tick Yes/No AND Sign and Date</th>
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<td>( ) Internal</td>
<td>C50002</td>
<td>( ) Yes</td>
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<td>Signature:</td>
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</table>

SAU USE ONLY

UTS Cr Pts Attempted
FACULTY USE: (Basis For Admission/Comments)

( ) Academic Transcript (since Autumn 2006)

( ) Proof of Completion

( ) Other

Is application complete? BFA Decision

( ) Yes

( ) No

( ) OF

( ) RJ

Date letter sent:

Version: 23 July 2013
### 4. CITIZENSHIP/RESIDENCY

**Part A Citizenship/Residency Status**

<p>| | | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>i) Are you an Australian Citizen?</td>
<td>( ) Yes - Go to question (vi)</td>
<td>( ) No - Go to question (ii)</td>
</tr>
<tr>
<td>ii) Are you a New Zealand Citizen?</td>
<td>( ) Yes - Go to question (vi)</td>
<td>( ) No - Go to question (iii)</td>
</tr>
<tr>
<td>iii) Are you a Permanent Resident of Australia?</td>
<td>( ) Yes - Date permanent residency granted:</td>
<td>Date (dd/mm/yy)</td>
</tr>
<tr>
<td>iv) Is your visa a permanent humanitarian visa?</td>
<td>( ) Yes - Go to question (v)</td>
<td>( ) No - Go to question (v)</td>
</tr>
</tbody>
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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.

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<table>
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<tr>
<td>v) Did you meet residency requirements for citizenship more than a year ago?</td>
<td>Y N</td>
</tr>
<tr>
<td>vi) Are you residing inside Australia during your studies?</td>
<td>Y N</td>
</tr>
</tbody>
</table>

### 5. SECONDARY SCHOOL STUDIES

Have you completed Australian Year 12 or Senior School studies?

<table>
<thead>
<tr>
<th>Year eg 1987</th>
<th>Name of Qualification e.g. HSC</th>
<th>School Name</th>
<th>Candidate No. (if known)</th>
<th>State e.g. NSW</th>
</tr>
</thead>
</table>

### 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?

<table>
<thead>
<tr>
<th>Years From/To</th>
<th>Institution Attended and Student No. (if known)</th>
<th>Title of Course or Qualification</th>
<th>Completed, Discontinued or Being Attempted</th>
<th>Language of Instruction</th>
<th>Year</th>
</tr>
</thead>
</table>

|   |   |   |   |   | |

### 7. EXCLUSION FROM PRIOR UTS STUDY

Have you been excluded from study at UTS?

<table>
<thead>
<tr>
<th>UTS Course</th>
<th>Last Period of Attendance (Year &amp; Semester)</th>
</tr>
</thead>
</table>

**Version:** 23 July 2013
8. EMPLOYMENT DETAILS
Are 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 QUALIFICATIONS
Do 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

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Institution/Professional Body</th>
<th>Years of Membership or Date Obtained</th>
</tr>
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<tbody>
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</table>

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.


11. DECLARATION AND AUTHORITY - all applicants must complete this section

Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority.

1. I declare that I have read the general application instructions and that all the information submitted is to the best of my knowledge true and complete.
2. I authorise UTS to verify any information provided by me.
3. I authorise UTS to obtain official records from any institution attended by me.
4. I understand that UTS reserves the right to vary or reverse any decision or enrolment on the basis of untrue, misleading or incomplete information.
5. In the event that information provided by me to the University either on this form or at any time is considered by the University on reasonable grounds to be incomplete, untrue, or incorrect in any particular, I understand and consent that 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.
6. I understand that UTS may disclose the personal information I have given in this application to the Department of Innovation, Industry, Science, Research and Tertiary Education (DIISRTE), or its successor, for the purpose of:
   i) use in connection with the Higher Education Information Management System (HEIMS); and/or
   ii) use in connection with the National Data Collection on University Applications and Offers; and/or
   iii) other collections as DIISRTE, or its successor, may lawfully require from time-to-time.

Signature
Date

Your application may be cancelled if you do not provide true and complete information in connection with your application, or if you make any changes to the above Declaration and Authority.