

# 2016 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.
- 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. It is highly recommended that applicants also consider alternative options for Non Award studies elsewhere.
- Successful applicants are offered enrolment for a single session only. All applicants must submit a new application for each session in which they wish to enrol.
- 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 2006 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 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](http://www.handbook.uts.edu.au) Please contact the faculty for detailed subject information and timetables.

## Closing Dates

Autumn Session (commencing 21 March 2016)	Spring Session (commencing 1 August 2016)
29 January 2016	30 June 2016

**Late applications will not be considered**

**For general enquiries regarding 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)

## 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 – Session and Subjects

- Indicate the session 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 (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](http://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.
- 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 (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)

## Non Award Fees

- Non Award study is offered on a full fee-paying basis only. For further information visit the UTS website [www.uts.edu.au/current-students/managing-your-course/fees-and-payment/domestic-student-tuition-fees/non-award-and](http://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:**
  - Autumn session: **1 April 2016**
  - Spring session: **16 August 2016**

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 10**  
Level 2  
235 Jones Street  
ULTIMO

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

**For information on UTS Student Centre opening hours see:**  
[www.uts.edu.au/current-students/contacts/general-contacts](http://www.uts.edu.au/current-students/contacts/general-contacts)

### 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](http://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



### Acknowledgement of Application

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Office Use Only**

Date of receipt at  
Student Administration Unit

**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: <https://ask.uts.edu.au>

Phone: 1300 ASK UTS (1300 275 887)

Date received		<h1>2016 Application for Admission:</h1>  <h1>Non Award Study</h1>			
Date received in Admissions					
		<ul style="list-style-type: none"> <li>• Non Award study refers to enrolment in a subject or subjects that do not count towards a formal award at UTS</li> <li>• You must read the instructions accompanying this form before completing the details below</li> <li>• Please detach the instructions before you submit your application</li> </ul>			
<b>1. PREVIOUS ENROLMENT</b>					
CHESSN - SAU Use Only		If you have applied to UTS before please state your application number, if known:	UTS Student Number		
<b>2. PERSONAL DETAILS</b>					
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			
Note: Email will not be used as the main form of communication to applicants. You will be advised of the outcome of your application by post.			Email		
<b>3. SESSION and SUBJECTS</b>					
Please indicate the session for which you are applying. Use a separate form for each session. Available sessions are: Autumn and Spring.			Session		
<b>Please list the subject/s for which you are applying (check with faculties for available attendance modes*)</b>					
UTS Subject No.	Subject Name	Attendance* (Tick One)	Code/ Availability/ Cr Pts	Decision of Faculty Nominee: Tick Yes/No AND Sign and Date	
		( ) Internal ( ) Distance ( ) Block	C50002	( ) Yes ( ) No	Signature: Date:
		( ) Internal ( ) Distance ( ) Block	C50002	( ) Yes ( ) No	Signature: Date:
		( ) Internal ( ) Distance ( ) Block	C50002	( ) Yes ( ) No	Signature: Date:
<b>SAU USE ONLY</b>		<b>UTS Cr Pts Attempted (since Autumn 2006)</b>	<b>FACULTY USE: (Basis For Admission/Comments)</b>		
( ) Academic Transcript					
( ) Proof of Completion					
( ) Other		<b>Is application complete?</b>	<b>BFA</b>	<b>Decision</b>	
		( ) Yes	<b>Other</b>	( ) OF ( ) RJ	
		( ) No		Date letter sent:	

4. CITIZENSHIP/RESIDENCY					Office Use Only
Part A Citizenship/Residency Status					Cit/Res Status
i) Are you an Australian Citizen?		( ) Yes - Go to question (vi) ( ) No - Go to question (ii)			1
ii) Are you a New Zealand Citizen?		( ) Yes - Go to question (vi) ( ) No - Go to question (iii)			2
iii) Are you a Permanent Resident of Australia?		( ) 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?		( ) Yes - Go to question (v) ( ) No - Go to question (v)			Date
<b>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.</b>					
v) Did you meet residency requirements for citizenship more than a year ago?		( ) Yes - Go to question (vi) ( ) No - Go to question (vi)			Y N
vi) Are you residing inside Australia during your studies?		( ) Yes - Go to Part B ( ) 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			C Code
ix) Please indicate the main language spoken in your home		Language			L Code
x) Are you of Australian Aboriginal descent?		( ) Yes ( ) No			N A T B
xi) Are you of Torres Strait Islander descent?		( ) Yes ( ) No			
5. SECONDARY SCHOOL STUDIES					Secondary School Studies
Have you completed Australian Year 12 or Senior School studies ? ( ) Yes – please give details below ( ) No – Go to Section 6					
Year eg 1987	Name of Qualification e.g. HSC	School Name	Candidate No. (if known)	State e.g. NSW	
					School Code
6. ACADEMIC QUALIFICATIONS					Tertiary Studies
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 ? ( ) Yes – please give details below and provide documentary evidence ( ) No – Go to Section 7					HLP
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 ? ( ) Yes - Please give details below ( ) No - Go to Section 8					
UTS Course			Last Period of Attendance (Year & Session)		

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		
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.		
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.		
<ol style="list-style-type: none"> <li>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.</li> <li>2. I authorise UTS to verify any information provided by me.</li> <li>3. I authorise UTS to obtain official records from any institution attended by me.</li> <li>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.</li> <li>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.</li> <li>6. I understand that UTS may disclose the personal information I have given in this application to the Department of Innovation, Industry, Climate Change, Science, Research and Tertiary Education (DIICSRTE), or its successor, for the purpose of: <ol style="list-style-type: none"> <li>i) use in connection with the Higher Education Information Management System (HEIMS); and/or</li> <li>ii) use in connection with the National Data Collection on University Applications and Offers; and/or</li> <li>iii) other collections as DIICSRTE, or its successor, may lawfully require from time-to-time.</li> </ol> </li> </ol>		
Signature	Date	
<b>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.</b>		