# Application for Admission – Leadership Program

This application is for students in Australia and New Zealand beginning a full course of study with the University of Divinity (UD) and is to be completed in accordance with the [Guide to Completing and Submitting Enrolment Forms](http://www.divinity.edu.au/documents/guide-completing-enrolment-forms/) and [Apply for Admission into a Course](https://divinity.edu.au/study/apply/). **Email your completed application form to the School of Professional Practice at****spp-support@divinity.edu.au** or the Registrar at your [Home College](https://divinity.edu.au/about/colleges-and-schools/)/School Submit your application at least two weeks before your intended semester start date. Late applications may not be accepted. Once your application is received it is checked to ensure that all relevant documents are provided. An incomplete application will delay processing. See the University of Divinity website for enrolment closing dates.

## Personal Information

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| Personal details |
| Title |       | Suffix (if applies) |       | Family name |       |
| First given name |       | Other given name/s (middle) |       |
| Preferred name |       | Previous family name |       |
| Unique Student Identifier (USI)[*Refer to the Australian Government USI website*](https://www.usi.gov.au/) [ ]  I permit my College and University of Divinity staff to verify and view my USI details. |       |
| Have you previously been a University of Divinity or Melbourne College of Divinity student or applicant?  | [ ]  | Yes | College |       |
| [ ]  | No |
| Residential address – Current ‘in semester’ address where you reside or will be residing when undertaking your study. No PO Box. |
| Address line 1 |       |
| Address line 2 |       | Town/Suburb |       |
| State |       | Postcode |       | Country |       |
| Permanent address – Residence where you permanently reside, i.e., where you come from & not a temporary semester address. Can be the same as above. No PO Box. If your permanent address is the same as above, please indicate by marking this box [ ] Overseas student, please provide your permanent overseas address here. |
| Address line 1 |       |
| Address line 2 |       | Town/Suburb |       |
| State |       | Postcode |       | Country |       |
| **Postal address** – *Where you would like hardcopy mail sent. Can be a PO Box.**If postal address same as either of the above mark the following – same as Residential* [ ]  *or same as Permanent* [ ]  |
| Address line 1 |       |
| Address line 2 |       | Town/Suburb |       |
| State |       | Postcode |       | Country |       |
| Contact details |
| Email *(\*required)* |       |
| Mobile phone |       | Day phone |       |
| Home phone |       |
| Additional personal details |
| Gender | [ ]  | Male | [ ]  | Female | [ ]  | Indeterminate/Intersex/Unspecified  |
| Date of birth |       (dd/mm/yyyy) | Occupation *(optional)* |       |
| Denomination (optional) |       | Diocese/Congregation (optional) |       |
| Feedback |
| How did you hear about us? | [ ]  | Friend/relative |
| [ ]  | Pastor/church | [ ]  | Website |
| [ ]  | Advertisement  | [ ]  | Social Media |
| [ ]  | Not-for-Profit Organisation | [ ]  | Recruiter |
| [ ]  | Radio | [ ]  | Print Media |
| [ ]  | Google Search | [ ]  | Other (please specify):       |

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| Emergency contact |
| Full name |       | Relationship to you |       |
| Day phone  |       | Mobile phone |       |
| ***Office Use Only*** | UD ID |       |

## Course

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| *Mark one course only. If choosing a specialised program, please state which specialisation you wish to pursue.* |
|  | **Course of study** | **Specialisation Program**  |
| [ ]  | [Graduate Certificate in Leadership](https://divinity.edu.au/courses/graduate-certificate-leadership/)  | [ ]  Program Organisation Leadership [Transformational Leadership (SPP)](https://divinity.edu.au/study/leadership/) [ ]  Program [Transformational Leadership (SPP)](https://divinity.edu.au/study/leadership/) [ ]  Leadership in Christian Education (ALC)[ ]  Living Leadership (PIL) |
| [ ]  | [Master of Leadership](https://divinity.edu.au/courses/master-of-leadership/) |  |

*The Home College/School is your primary learning community and provides you with course advice and support services throughout your studies*

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| **Home College/School** |
| [ ]  | College/School choose from the list🢥 |  |
| Note: College abbreviations are to be used in unit selection section |

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| **Course dates, study load and attendance** |
| Course commencement date |       *(dd/mm/yyyy)* | Course expected end date**(Office Use)** |       *(dd/mm/yyyy)* |
| Study load | [ ]  | Full-time | [ ]  | Part-time |
| How do you intend to undertake your proposed course of study?  | [ ]  | Face to Face (attending on-campus only) | [ ]  | Online (undertaking studies online only) | [ ]  | Multi-Modal (mixed) |
| Will you be studying this course onshore or offshore?  | [ ]  | Onshore in Australia | [ ]  | Offshore overseas | [ ]  | Combined  |

## Previous Education

NB: Evidence must be supplied for all qualifications claimed. Please provide certified copies of all official results of units/subjects taken, including grades and percentages. Transcripts are not required for University of Divinity/MCD results.

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| Secondary school education |
| The highest secondary schooling level attained choose from the list🢥(Level left school)  |  |
| Year the highest secondary schooling was attained (Year left school) |      (yyyy) |
| Name of institution |       |
| Town/suburb |       | State |       |
| Country |       |
| Did you complete secondary school Year 12 in the last 12 months? | [ ]  | Yes | [ ]  | No |
| If yes, what was the postcode of your permanent home residence while studying Year 12? |       |
| Language in which secondary schooling was studied |       |
| Transcript provided? | [ ]  | Yes | [ ]  | No |
| Tertiary education *List in chronological order.* |

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| --- | --- | --- | --- | --- | --- |
| Award name | Name of institution | Country | Year completed(yyyy) | Language | Transcript provided? |
|       |       |       |      |       | [ ]  |
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## English Language Proficiency

Applicants must meet the University’s English language course prerequisites (see [Admissions Policy](http://www.divinity.edu.au/documents/admissions-policy/), including English Language Proficiency Requirements)

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| --- | --- | --- | --- | --- |
| Is English your first language? | [ ]  | Yes | [ ]  | No |
| Applicants whose first language is not English, please complete the following section |
| Have you already studied in English? | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No |
| Have you taken an English language proficiency test? (Eg. IELTS, TOEFL, Cambridge English, PTE and OET) | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No | [ ]  | I intend to take an English proficiency test in Australia (proof of enrolment attached) |

## Professional Experience

Please note: This section is only necessary if you are applying for study based on your prior professional experience. If that is

your intention, then please offer a brief explanation.

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| Credit (CRD) & Recognition of Prior Learning (RPL)  |
| If intending to apply for Credit, Recognition of Prior Learning or Competency (Formal and Informal Learning), please discuss with your Course Advisor. If yes, please complete [Credit Application Form](https://divinity.edu.au/documents/credit-application-form/) and submit together with this Admission Form. For more information, please refer to the [Credit Policy.](https://divinity.edu.au/documents/credit-policy/) |
| Do you intend to apply for Credit for your previous studies? | [ ]  | Yes | [ ]  | No |
| Do you intend to apply for RPL for your previous studies? | [ ]  | Yes | [ ]  | No |
| Do you intend to apply for Competency for your previous studies? | [ ]  | Yes | [ ]  | No |

## Australian Government Information

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| The Commonwealth Government requires this information from all students. |
| Are you of Australian Aboriginal descent? | [ ]  | Yes | [ ]  | No |
| Are you of Torres Strait Islander descent? | [ ]  | Yes | [ ]  | No |
| In what country are you living this semester? | [ ]  | Australia | Postcode: |      |
| [ ]  | Other: |       |
| Country in which you were born |       | If not born in Australia, year of arrival |      |
| Language/s spoken at your permanent residence |       |

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| What is your citizenship/residency status in Australia? choose from the list🢥 |  |
| **New Zealand SCV, Permanent Humanitarian or Permanent Resident of Australia Visa holders ONLY** *(provide passport and visa details)* |
| Current Visa title or description  |       |
| Current Visa subclass number |       | Visa Expiry Date |       (*dd/mm/yyyy)* |
| Current Passport number |       | Passport Expiry Date |       (*dd/mm/yyyy)* |
| Current nationality |       |
| Education level of your parents or guardians |
| Please provide the highest level of education completed by your parents or guardians. 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** choose from the list🢥 |  |
| **Parent/guardian 2** choose from the list🢥 |  |

## Medical/Disability Needs

If you have a disability or medical condition which means that you may require additional help during your study, it is important to provide the following information. This information will be kept confidential and will not affect your admission to the University.

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| Do you have a disability, impairment and/or long-term health condition that may affect your studies? | [ ]  | Yes | [ ]  | No |
| If you answered ‘Yes’ to the above question, please indicate the area/s. |
| [ ]  | Hearing | [ ]  | Mobility/Physical | [ ]  | Intellectual | [ ]  | Learning |
| [ ]  | Mental Health | [ ]  | Brain injury | [ ]  | Vision | [ ]  | Medical |
| [ ]  | Neurological | [ ]  | Other: |       |
| Would you like to receive information on medical/disability support services, equipment or facilities available that may assist you? If yes, please complete [Student Support Plan](https://divinity.edu.au/documents/student-support-plan/) and submit it together with this Admission Form to your Course Advisor. | [ ]  | Yes | [ ]  | No |

## Proposed Unit(s) of Study

*Unit selections can be changed later, before the relevant unit census date, using the Unit of Study Amendment Form.*

*The Delivery Id & mode of your unit (see Course Advisor) can be checked in the:* [*Unit Management System*](https://units.divinity.edu.au/scheduled/for/2024/all/all/all/all) *(UMS) by searching in Units scheduled for 2024.*

Each unit in the UMS will be allocated with one type of ‘mode’ related to how the unit is delivered. Graduate Certificate in Leadership will be delivered in a multi-modal way. This implies *sometimes* physically attending a campus or specified location. There are 4 ways which multi-modal teaching may occur:

* Blended: A combination or mix of internal and or external study.
* Intensive: Unit content is delivered via a compacted study period.
* Supervised: A program of study undertaken by a student under direction of a supervisor.
* Practicum: Assessment for the unit of study involves practical, field or work experience (e.g., CPE, STFE).

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| **Unit selection (Complete this section in collaboration with your Course Advisor)** |
| **Please select units for the whole of the academic year.**  |
| **Unit Code** | **Unit Name** | **Points** | **Unit Start Date****(dd/mm/yyyy)** | **Entity teaching the unit** | **Delivery Mode** | **Delivery Id***(Office Use Only)* |
|       |       |       |       |  |  |       |
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## Tuition Fees

### 2024 tuition fees

Refer to [www.divinity.edu.au/study/fees/](http://www.divinity.edu.au/study/fees/) for full details of tuition fees and fees for other services. All tuition fees are to be paid prior to the commencement of the unit. Please note that tuition fees will normally vary from year to year. Placement units may attract a surcharge for clinical supervision.

**FEE-HELP**

*Australian citizens, permanent humanitarian visa holders and other students eligible to participate in a* [*FEE-HELP Loan Scheme*](https://www.studyassist.gov.au/help-loans/fee-help)*, are able to defer the payment of fees, with repayment through the taxation system once your repayment income is above the compulsory repayment threshold. When your enrolment has been entered into the University of Divinity student system, the Government will email you with directions to apply online for FEE-HELP. This may take several days. Students should be aware of the lifetime limit on their HELP debt. Students are responsible for ensuring they do not exceed their limit**. To get the FEE-HELP loan, Australian citizens must study at least one unit of their course of study in Australia. New Zealand Special Category Visa (CSV) holders, Permanent Humanitarian Visa Holders, and Permanent Residency of Australia must meet the long-term residency requirements and study their entire course while living in Australia.*

**Upfront payment**

*The tuition fees are usually paid on a semester basis. Unit fees must be paid in full prior to the commencement of each semester (or units if enrolling in intensives). Students**with unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol. Tax invoices may be downloaded from the University of Divinity database at the end of each semester.*

### Method of payment

How will you pay your tuition fees?

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| [ ]  | **FEE-HELP***If you are not eligible for a CSP and HEC-HELP, you may be eligible for FEE-HELP. A FEE-HELP loan does not cover costs like accommodation, laptops or textbooks, it is to pay your full fee-paying tuition fees. Approved students receive a Government email with a URL to apply online. Students must complete the online application* ***BEFORE*** *they start studying.* |
| [ ]  | **Upfront payment** |
| [ ]  | **BPAY payment** |
| *When units are entered into the University of Divinity database, UD will send you a ‘Statement of Fees’ which provides the relevant biller code and a unique reference number.* ***You cannot pay BPAY by credit card****.* |
| [ ]  | **Credit card payment** |
| *Credit Card payment options (VISA / Mastercard) are available via our online payment facility.**A ‘Statement of Fees’ will be sent by UD once this application is approved.*Please go to the link: <https://pay.divinity.edu.au/tuition-fee> and follow the prompts to make secure online credit card payments or contact the Finance Office on +61 3 9853 3177. A non-refundable surcharge fee of 1.80% applies for all card payments. |
| [ ]  | A **third party** is paying my tuition fees. |
| [ ]  | I include with this application a sponsor statement, letter or other official confirmation from the third-party accepting responsibility for payment of my fees. |
| Name of third party/sponsor  |       |
| Address of third party/sponsor  |       |
| Contact name |       |
| Contact email |       |
| [ ]  | **Cheque/money order** enclosed | Amount | $       (payable to: University of Divinity) |
| [ ]  | **Mixed FEE-HELP and upfront**  | This option requires online application for FEE-HELP via the URL sent by the Government, relevant upfront payment details on this form, as well as completion of the University’s [Mixed Payment Form](https://divinity.edu.au/documents/mixed-payment-form/) to provide specific details of the mixed funding arrangement. |
| [ ]  | **Mixed upfront** | This option requires relevant upfront payment details on this form, as well as completion of the University’s [Mixed Payment Form](https://divinity.edu.au/documents/mixed-payment-form/) to provide specific details of the mixed funding arrangement. |

## Your Checklist

Important checklist to avoid delays in processing your application. Please ensure the following sections are completed. Have you:

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| [ ]  | Provided **certified** copies of official academic transcripts of all relevant tertiary courses/Victorian Certificate of Education (VCE) or equivalent.  |
| [ ]  | Provided **certified** copies of documents related to your professional experience (if applicable) |
| [ ]  | Provided **certified** copies of your birth certificate, current passport or other official documents verifying your citizenship status **in your current name.** |
| [ ]  | Enclosed **certified copies** of your English language qualifications or details of English language proficiency(if your previous studies do not meet the University’s standard English requirements). |
| [ ]  | If you are an Australian Permanent Resident or New Zealand citizen, included **certified proof of residency status**(e.g. include copy of current Visa). |
| [ ]  | Completed **payment details** on the Tuition Fees page. |
| [ ]  | Included a third-party sponsor statement (if applicable). |
| [ ]  | Attended or arranged an interview with a Course Advisor |
| [ ]  | Read and signed the declaration. |
| [ ]  | Made a copy of your application for your records. |

## Terms and Conditions of Enrolment and Declarations

### Privacy statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your application or re-enrolment. All sensitive and personal information will be handled in accordance with the University’s Privacy Policy. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. For details of the privacy and collection statement that applies to this form, please go to <https://divinity.edu.au/privacy>.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at enquiries@divinity.edu.au.

### Declaration and Signature (Please ensure the following section is completed)

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| [ ]  | I declare that I have read the [Guide to Completing and Submitting Enrolment Forms](https://divinity.edu.au/documents/guide-completing-enrolment-forms/) and that the information provided by me is true and correct in every particular. I understand that if I have misrepresented my details in any way, then the University of Divinity may terminate any candidacy offered to me that arises as a result of this application.  |
| [ ]  | I accept responsibility for notifying my Home College/School and the University of Divinity office of any change of address or email.  |
| [ ]  | I accept responsibility for ensuring that the tuition fees for all the University of Divinity units and courses in which I enrol are paid on time, or met through FEE-HELP, in which case I agree to receive my Commonwealth Assistance Notice of my FEE-HELP debt for each semester. |
| [ ]  | I agree to abide by the University of Divinity’s Code of Conduct published at <https://divinity.edu.au/code-of-conduct/>. |
| [ ]  | I agree to abide by the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/) for the course for which I am applying, as regulated by the University of Divinity. |
| [ ]  | I consent to receiving information electronically from the University. |
| [ ]  | I consent to my data being used by the University in accordance with the Information Privacy Principles (IPPs) in the Privacy and Data Protection Act 2014 (Vic) and Privacy Act 1988.  |
| [ ]  | I read and accept all the Admission, Enrolment, and Fee Policies available on <https://divinity.edu.au/about/governance/policies-and-procedures/> |
| [ ]  | I consent the University of Divinity to use my photo or video for the university’s media and promotional materials |
| [ ]  | I would like to receive a University ID card as per the [University of Divinity Act 1910.](https://divinity.edu.au/documents/university-act/) (Please provide a coloured copy of your passport size photo to the Registrar) |
| [ ]  | I understand that I will be required to have regular access to a computer that supports video and other standard computing software during my studies, and that multi-modal learning implies travel at my own expense.  |
| Applicant’s signature |       | Date |       |
| Type name for electronic submission | (dd/mm/yyyy) |

## Course Advisor Checking and Approval *(Office use only)*

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| ***Application checklist*** *(Course Advisor to complete)*I have checked this student’s application for admission and proposed study program, and confirm that[ ]  interview was conducted with applicant [ ]  certified evidence of previous tertiary qualifications is enclosed[ ]  certified evidence of citizenship status in current name is enclosed [ ]  certified evidence of visa & passport is enclosed, and current details entered or updated in Paradigm (*if applicable*)[ ]  certified evidence of English language proficiency is enclosed (if applicable)[ ]  the applicant has met the University of Divinity English requirements [ ]  unit codes and unit names listed on the form are correct [ ]  all units are running in the time periods indicated [ ]  the applicant has the correct prerequisites for each proposed unit [ ]  a completed credit application is enclosed *(if applicable)*[ ]  a statement or official confirmation from the third party/sponsor accepting responsibility for payment of fees attached *(if applicable)* [ ]  fee payment method is clearly indicated & additional fee-related forms are attached *(if applicable)****Approval***This applicant:[ ]  meets all criteria for admission and is admitted as per the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/).Please also select most relevant from the following options: [ ]  a higher education award course (Australian or overseas equivalent; complete or incomplete)[ ]  an enabling or bridging course delivered by a higher education provider (complete or incomplete)[ ]  a VET award course or VET delivered enabling or bridging course other than a secondary education course (Australian or overseas equivalent; complete or incomplete)[ ]  work and life experience / professional qualifications[ ]  Recent secondary education was undertaken (whether undertaken at school, VET or another Australian or overseas provider) – only other criteria, ATAR not consideredFurther admission information (if applicable): [ ]  is admitted on a mature age special entry provision permitted by the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/)[ ]  is admitted as a probationary student (single units only)[ ]  may meet the criteria for admission, but the following advice is required:

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[ ]  approval given, English language requirements pending [ ]  approval given, following the receipt of additional advice[ ]  does not meet the criteria for admission because:

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| Course Advisor |       | Signature |       | Date |   **/**  **/**     |
| ***Office Administration***[ ]  Form checked, data is complete and matches evidence[ ]  Data entered in Paradigm (Including TCSI Edit section)[ ]  Staff Advised *(if applicable, e.g., Student has a Student Support Plan)***[ ]**  A ‘Statement of Fees’ has been provided to the student Date:    /    /     [ ]  ‘REQUEST eCAF’ in Paradigm if method of payment includes FEE-HELP. eCAF requested Date:    /    /      |
| Name |       | Signature |       | Date |   **/**  **/**     |