# Re-enrolment – Domestic and Overseas Coursework Students

Use this form to enrol for a subsequent year in an ongoing course. **Submit only one re-enrolment form a year. Only use this form for semester 2 if you were not enrolled during semester 1.** After re-enrolment, use the [Unit of Study Amendment Form](https://divinity.edu.au/documents/unit-amendment-form/) to change your units during the year. Refer to 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/). It is recommended that you submit your application a minimum of 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.

*Complete, consult, sign and submit to the Course Advisor at your college/school. It is your responsibility to contact your college/school if you do not receive acknowledgment of receipt of this re-enrolment form.*

## Personal Information

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| Personal details  |
| This information is required in case any details have changed since your previous enrolment |
| UD Student ID |       | College/School ID *(if applicable)* |  |
| 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. |       |
| 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 – Residential 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 the following 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 the 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 |
| Denomination (optional) |       |
| Diocese/Congregation (optional) |       |
| Emergency contact |
| Name |       | Relationship to you |       |
| Day phone |       | Mobile |       |

## Citizenship Details

|  |
| --- |
| *Please mark one box. Visa holders must attach a copy of their current visa if it has changed.* |
| **Domestic** |
| [ ]  | Australian citizen | [ ]  | NZ citizen |
| [ ]  | Australian Permanent Visa holder (permitted to remain in Australia indefinitely) | [ ]  | Permanent humanitarian visa holder(permitted to remain in Australia indefinitely) |
| **Overseas**  | **Visa Name** | **Expiry Date** |
| [ ]  | Overseas student on a student visa: | Subclass 500 Student Visa |    /  /     |
| [ ]  | Holder of a temporary visa other than a Student Visa: |       |    /  /     |
| [ ]  | Other, please specify:*(if none of the above-listed categories are applicable)* |       |    /  /     |

## Course and College/School

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| **Course of study** Mark one course only. If choosing a specialised stream, please state which specialisation you wish to pursue. |
| **Course choice** | **Specialisation** |
| [ ]  | Undergraduate Certificate in Divinity | n/a |
| [ ]  | Diploma in … choose from the list🢥 |  |
| [ ]  | Advanced Diploma in … choose from the list🢥 |  |
| [ ]  | Bachelor of … choose from the list🢥 |  |
| [ ]  | Graduate Certificate in … choose from the list🢥 |  |
| [ ]  | Graduate Diploma in …choose from the list🢥 |  |
| [ ]  | Master of …choose from the list🢥 |  |

*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/School abbreviations are to be used in the 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 studies this calendar year?  | [ ]  | 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  |

## 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 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 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; they are:*

1) Internal: *Always* physically attending a campus or specified location at a specified time.

Face to Face: Attending classes on campus, with a scheduled class time delivered in real time.

2) External: *Never* physically attending a campus or specified location.

* Online: Considered to be asynchronous – all learning and participation is wholly online; students watch videos or work through material in their own time (e.g., any learning activities are not delivered in real time).
* Online – synchronous: Considered to be synchronous – all learning and participation is wholly online, but students are required to ‘attend’ lectures at a specified time as unit content is delivered in real time.
* Distance Education: External study where teaching activities, submission of assessment and provision of materials may be offered online asynchronously but is more likely via printed material that students work through in their own time.

3) Multi-Modal: *Sometimes* physically attending a campus or specified location.

* 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 the 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 | **College/School teaching the unit** | **Delivery Mode** | **Office Use Only** |
| **Delivery Id** | **Oth** |
| **Pre-semester 1 - Summer** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
| **Semester 1 units (S1)** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
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|       |       |  |  |       |    |
| **Mid-year - Winter** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
| **Semester 2 units (S2)** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
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| **Full-year units or units that cross study periods** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
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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.

**COMMONWEALTH SUPPORTED PLACES (CSPs) and HECS-HELP\***

*A* [*Commonwealth supported place*](https://www.studyassist.gov.au/help-loans/commonwealth-supported-places-csps) (*CSP) is a place at a university where the government pays part of your fees. This part is a subsidy, not a loan, so you don't have to pay it back. An Australian citizen, who will complete* ***some of their course*** *of study while resident in Australia; or a New Zealand citizen; or an Australian permanent visa holder; or an eligible former permanent humanitarian visa holder; who studies the* ***entire course*** *while living in Australia may be able to access a CSP.*

*The University of Divinity may offer participation in the CSPs scheme for people from educationally disadvantaged groups (including students from low SES backgrounds; students from inner regional, outer regional, remote and very remote areas; students who are the first in their family to study at university; First Nations students; and students with a disability).*

*This subsidy does not cover the entire cost of your study. The remaining portion is called the '*[*student contribution amount*](https://www.studyassist.gov.au/help-loans/commonwealth-supported-places-csps/student-contribution-amounts)*', the payment of which you are liable for. You can pay it using a* [*HECS-HELP Loan*](https://www.studyassist.gov.au/help-loans/hecs-help)*, upfront or both. A HECS‑HELP loan does not cover costs like accommodation, laptops or textbooks. A HECS-HELP loan is used to pay your student contribution amount.*

*Should you wish to apply for a CSP, the University of Divinity will assess your eligibility criteria and check your* [*Student Learning Entitlement*](https://www.studyassist.gov.au/help-loans/commonwealth-supported-places-csps/student-learning-entitlement-sle) *Balance. You will need to have at least 3 EFTSL for the Bachelor of Counselling degree.*

\*Only available for Bachelor of Counselling

**FEE-HELP**

Australian citizens, permanent humanitarian visa holders and other students eligible to participate in a FEE-HELP Loan Scheme, 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. See [www.studyassist.gov.au](http://www.studyassist.gov.au/). Students should be aware of the lifetime limit on HELP debt. Students are responsible for ensuring they do not exceed their limit. Australian citizens residing overseas are to complete part of their study in Australia to be eligible for FEE-HELP.

**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?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is your method of payment changing? | [ ]  | Yes | [ ]  | No |
| *If yes, you are required to also complete a* [*Change in Fee Payment Method Form*](https://divinity.edu.au/documents/change-in-fee-payment-method-form/)*.*  |
| [ ]  | **Commonwealth Supported Places (CSPs)\****A Commonwealth supported place (CSP) is a place at a university where the government pays part of your fees. This part is a subsidy, not a loan, and you don't have to pay it back.* |
| [ ]  | **HECS-HELP\****You can only get a HECS-HELP loan if you are enrolled in a CSP. A HECS-HELP loan does not cover costs like accommodation, laptops or textbooks. A HECS-HELP loan is used to pay your '*[*Student contribution amount*](https://www.studyassist.gov.au/help-loans/commonwealth-supported-places-csps/student-contribution-amounts)*'. Approved students receive a Government email with a URL to apply online. Students must complete the online application* ***BEFORE*** *they start studying.* |
| [ ]  | **FEE-HELP** |
| [ ]  | I am already on FEE-HELP for this course |
| [ ]  | I wish to apply for FEE-HELP for this course | Approved students receive a Government email with a URL to apply online. Students must complete the online application **BEFORE** they start study. |
| [ ]  | **Upfront payment** |
| [ ]  | **BPAY payment** *(Tuition fees only)* |
| *When units are entered into the University of Divinity database, your college/school 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 your college/school 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 for my tuition fees. |
| [ ]  | I include with this application a [Domestic Student Sponsor Statement](https://divinity.edu.au/documents/domestic-student-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 (for eligible students applying for FEE-HELP for the first time), 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.* |

\*Only available for Bachelor of Counselling

## Your Checklist

Important checklist to avoid delays in processing your application. Please ensure the following section is completed.

|  |  |
| --- | --- |
| [ ]  | Completed **payment details** in the **Tuition fees** section  |
| [ ]  | Included a third-party sponsor statement (if applicable) |
| [ ]  | Read and signed the declaration |
| [ ]  | Made a copy of your reenrolment form 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)

|  |  |
| --- | --- |
| [ ]  | 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

Course Advisor to complete

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| ***Re-enrolment checklist*** I have checked this student’s reenrolment and proposed study program, and confirm that[ ]  the course progression is valid—units can be counted towards the student’s course[ ]  unit codes and unit names listed on the form are correct [ ]  all units are running in the time periods indicated [ ]  Clinical Pastoral Education (CPE) units. If CPE enrolment, Home College/School has liaised with [CPE Coordinator](https://divinity.edu.au/study/clinical-pastoral-education/) at University of Divinity to ensure dates of unit selected align with placement dates, and the acceptance letter accompanies this application.[ ]  the student has the correct prerequisites for each proposed unit [ ]  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)* |
| Course Advisor |       | Signature |       | Date |   **/**  **/**     |
| **College/School Office Administration**[ ]  If the student is changing from upfront payment to FEE-HELP/HECS-HELP, ensure an eCAF has been requested[ ]  If the student is on a Visa, ensure Visa and Passport are current and any updated details are recorded in Paradigm (along with any **updated** documents enclosed)[ ]  Form checked data is complete and correct[ ]  Data entered in Paradigm**[ ]**  A ‘Statement of Fees’ has been provided to the student, Date:    /    /     *If FEE-HELP/HECS-HELP student:*[ ]  ‘FETCH eCAF’ status to check if the fields ‘ECAF Student Status’ is ‘Student Submitted’ and ‘Marked as Processed’ is ‘Yes’. *IF not, then the following action is required:*[ ]  ‘REQUEST eCAF’ in Paradigm to re-issue an eCAF invitation (e.g., this may occur for students returning from leave, deferral, etc where the initial invitation was not submitted). eCAF requested Date:    /    /      |
| Name |       | Signature |       | Date |   **/**  **/**     |