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# Re-enrolment – Professional Supervision Courses only

This re-enrolment form is to be completed in accordance with the [Guide to Completing and Submitting Enrolment Forms](http://divinity.edu.au/documents/guide-completing-enrolment-forms/). **Email your completed application form to the School of Professional Practice at**[**spp-support@divinity.edu.au**](mailto:spp-support@divinity.edu.au)**.** It is recommended that you submit your application a minimum of two weeks before the intended start date of your unit/s. Late applications may not be accepted. Your application is checked to ensure that all relevant documents are provided. An incomplete application will delay processing.

1. **Personal information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal details | | | | | | | | | | |
| This information is required in case any details have changed since your previous enrolment | | | | | | | | | | |
| 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/)  *(\*\*required if not previously supplied to the University of Divinity)* | | | | | | | | | |  |
| 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 ‘in semester’, please indicate by marking this box | | | | | | | | | | |
| 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 | | | | | | | | | | |
| Denomination (optional) | | |  | | | | Diocese/Congregation | |  | |
| Emergency contact | | | | | | | | | | |
| Name |  | | | | | | Relationship to you | | |  |
| Day contact phone |  | | | | | | Mobile | | |  |

|  |  |  |
| --- | --- | --- |
| ***Office Use Only*** | UD Student ID |  |

1. **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** |
|  | | Holder of a temporary visa:  *(other than a Student 500 Visa):* |  | | | /  / |
|  | | Other, please specify:  *(if above listed categories are not applicable)* |  | | | /  / |

*NB: This course is not open to students on a Subclass 500 Student Visa.*

1. **Course**

|  |  |
| --- | --- |
| Course of study (Mark one course only) | |
| **Course choice** | |
|  | Graduate Certificate in Professional Supervision |
|  | Graduate Diploma in Professional Supervision |

*University Entity in which the course resides.*

|  |  |
| --- | --- |
| **⮽** | Professional Supervision, The School of Professional Practice at University of Divinity |

|  |  |  |
| --- | --- | --- |
| **Home College/School** | | |
|  | College/School choose from the list🢥 |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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  (Not Applicable to PS students) | | | |  | 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 |

1. **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

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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 together with this Admission Form to your Course Advisor. | | | | | | | |  | | Yes | |  | No |

1. **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.*

*Please choose your preferred units carefully. For some units, there is more than on option. Where you have a choice, please select whether you plan to attend online or in person. Timetables at:* [*https://divinity.edu.au/study/professional-supervision/*](https://divinity.edu.au/study/professional-supervision/)

*Note: Each weekly intensive unit commences three weeks before the first teaching session and ends roughly four weeks after the last teaching session to allow time to complete readings and written assessments.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Select Units** | **Unit Codes** | **Unit Names** | **Unit**  **Start**  **Dates** | **Unit End**  **Dates** | **Intensive dates/ Class Sessions** (Date Range) | **Prefer**  **Online** | **Prefer**  **In Person** |
| **GC Summer intensive (previous course structure; Intensive #2)** | | | | | | | |
|  | PS8013M | Inclusion, Power, and Culture in Professional Supervision (24 points) | 29 Jan | 23 Mar | 05 Feb - 09 Feb |  |  |
| **Units in the Grad Cert Professional Supervision (start-of year-intake)** | | | | | | | |
| GC1 | PS8011Z | Foundations of Professional Supervision  (18 points) | 19 Feb | 14 Apr | 26 Feb - 01 Mar |  |  |
| GC2 | PS8012Z | People, Ethics and Practice in Supervision (18 points) | 22 Apr | 16 Jun | 29 Apr - 03 May |  |  |
| GC3 | PS8013Z | Where Two or More Are Gathered: Group Supervision (18 points) | 22 Jul | 15 Sep | 29 Jul - 02 Aug |  |  |
| GC3 | PS8**113Z** | Where Two or More Are Gathered: Supervision of Spiritual Directors  **(*Emmaus Stream*)** (18 points) | 22 Jul | 15 Sep | 29 Jul - 02 Aug |  | Heart of Life |
| GC4 | PS8014Z | Inclusion, Power, Authority, and Culture in Supervision (18 points) | 23 Sep | 17 Nov | 30 Sep - 04 Oct |  |  |
| GC4 | PS8**114Z** | Inclusion, Power, Authority, and Culture in Supervision of Spiritual Directors  **(*Emmaus Stream*)** (18 points) | 23 Sep | 17 Nov | 30 Sep - 04 Oct |  | Heart of Life |
| **Units in the Grad Cert Professional Supervision (mid-year intake)** | | | | | | | |
| GC1 | PS8011Z | Foundations of Professional Supervision  (18 points) | 22 Jul | 22 Sep | 05 Aug - 09 Aug |  |  |
| GC2 | PS8012Z | People, Ethics and Practice in Supervision (18 points) | 23 Sep | 24 Nov | 07 Oct - 11 Oct |  |  |
| **Units in the Grad Dip Professional Supervision** | | | | | | | |
| GD1 | PS9015Z | Critical Praxis: An Intentional Approach  (18 points) | 19 Feb | 21 Apr | 5 x Mondays  (4 Mar, 11 Mar, 18 Mar, 8 Apr, 15 Apr) |  | N/A |
| GD2 | PS9016Z | Integrated Praxis in a Differentiated World (18 points) | 22 Apr | 23 Jun | 5 x Mondays  (6 May, 13 May, 20 May, 27 May, 3 June) |  | N/A |
| GD3 | PS9017Z | Special Focus: Advanced Ethical Considerations (18 points) | 22 Jul | 22 Sep | 5 x Mondays  (5 Aug, 12 Aug, 19 Aug, 26 Aug, 2 Sept) |  | N/A |
| GD4 | PS9018Z | Integrated Professional Encounter  (18 points) | 23 Sep | 24 Nov | 5 x Mondays  (7 Oct, 14 Oct, 21 Oct, 28 Oct,  4 Nov) |  | N/A |

## 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.*

**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 fees**

*Payment for all current semester units must be included. For fees due for the remainder of the year, payment is required prior to the commencement of the unit/s.* ***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/)*.* | | | | | | | | | | | | |
|  | **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 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 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.* | | | | | | | | |

## Your checklist

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

|  |  |
| --- | --- |
|  | Completed **payment details** on form |
|  | Included a third-party sponsor statement (if applicable) |
|  | 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](mailto: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) |

## Lodging your application

Complete, consult, sign and submit to the Professional Supervision Course Advisor.

It is your responsibility to contact the University if you do not receive acknowledgement of receipt of confirmation of reenrolment.

## College checking and approval

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Course Advisor to complete***  I have checked this student’s reenrolment application and proposed study program, and confirm that  the course progression is valid - units can be counted towards the applicant’s course  unit codes and unit names listed on the form are correct  all units are running in the time periods indicated  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 Office Administration***  If the student is changing from upfront payment to FEE-HELP, ensure an eCAF has been requested  If the student is on FEE-HELP, check if the student continues to meet the FEE-HELP requirements  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 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 | /    / |