# Re-enrolment for

# Graduate Certificate in Teaching Religious Education

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. Please submit your application along with all necessary supporting documents at least two weeks before your intended semester start date. Late applications may not be accepted, and incomplete submissions will delay processing.

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

## Personal Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal details | | | | | | | | | | | | | |
| UD Student ID |  | | | | | | | | | | | | |
| Title |  | | | | | | 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 | | | | | | | | | |  | Yes |  | 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 – Residential where you permanently reside, i.e., where you come from and not a temporary semester address. Can be the same as above. No PO Box. For 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 | | | | | | | | | | | | | |
| Full name |  | | | | Relationship to you | | | |  | | | | |
| Mobile phone |  | | | | Day phone | | | |  | | | | |
| ***Office Use Only*** | UD ID | |  | | | | | | | | | | |

## 

## Citizenship Details *(Please mark one box. Visa holders must attach a copy of their current visa if it has changed.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What is your citizenship and residency status this semester?  *Eligibility for FEE-HELP varies depending on circumstances. Information regarding eligibility can viewed on the Government Study Assist website:* [*FEE-HELP Eligibility*](https://www.studyassist.gov.au/help-loans/fee-help) |  | | 1. Australian citizen  Australian citizen living and studying overseas *(includes online study or travel back to Australia to undertake intensive units or other study with UD).*  *Note: If applying for FEE-HELP, I understand I am required to undertake at least one unit of my course of study in Australia.* | | |
|  | | 2. New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, whether or not the individual has Australian Permanent Resident status.  New Zealand Special Category Visa (SCV) holder, or eligible former New Zealand SCV holder who meets the long-term residency requirements and who studies the entire course while living in Australia | | |
|  | | 3. Permanent visa other than a permanent humanitarian visa | | |
|  | | 4. Temporary entry permit or is a diplomat or a dependent of a diplomat | | |
|  | | 5. Residing outside Australia during the unit of study/time of application | | |
|  | | 8. Permanent humanitarian visa | | |
|  | | P. Pacific Engagement Visa Holder (PEV) | | |
| *If other than these options, please check with your Home College to find out if you are considered a Domestic student.*  *Note: The Graduate Certificate in Teaching Religious Education* [*is not open to Students on Subclass 500 Student Visa*](https://cricos.education.gov.au/Institution/InstitutionDetails.aspx?ProviderID=1035)*.* | | | | | |
| **A student who is not an Australian citizen must provide their passport and/or visa details.** | | | | | |
| Current [Visa title or description](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder) | |  | | | |
| Current Visa subclass number | |  | | Visa Expiry Date | *(dd/mm/yyyy)* |
| Current Passport number | |  | | Passport Expiry Date | *(dd/mm/yyyy)* |
| Current nationality | |  | | | |

## Course and College

|  |  |
| --- | --- |
| **Course of study** | |
| ⌧ | [Graduate Certificate in Teaching Religious Education](https://divinity.edu.au/courses/graduate-certificate-in-teaching-religious-education/) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home College** | | | |
|  | Catholic Theological College (CTC) |  | Yarra Theological Union (YTU) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |

## 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: | | | |  | | | | | | |
| Might your disability/medical condition require reasonable adjustments to be made to support your learning? If yes, please complete a [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*](https://divinity.edu.au/documents/unit-amendment-form/)*.*

*The Delivery ID and mode of your unit can be checked in the* [*Unit Management System*](https://units.divinity.edu.au/scheduled/for/2025/all/all/all/all) *(UMS) by searching in Units scheduled for 2025.*

*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 are wholly online; students watch videos or work through the 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 are 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 involved practical, field or work experience.

***Complete the section relevant to your Home College for the selection of your units below.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sem 1 units** | **Sem 2 units** | **Code** | **CTC Unit** | **Location** | **Delivery Mode** | **Delivery ID**  **(Office Use)** |
|  |  | [CT9606C](https://units.divinity.edu.au/unit/CT9606C/public) | Being Followers of Christ: Sacramental and Moral Life | Online | Online |  |
|  |  | [DR8600C](https://units.divinity.edu.au/unit/DR8600C/public) | Introduction to the Principles and Practice of Religious Education | Online | Online |  |
| Study mode: Online on Saturdays, Study load: Part-time. For information about these units, please visit  CTC <https://units.divinity.edu.au/scheduled/for/2025/all/all/CTC/all> and <https://ctc.edu.au/study/gctre/> | | | | | | |

*Units for students who commenced their courses in 2025*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sem 1 units** | **Sem 2 units** | **Code** | **YTU Unit** | **Location** | **Delivery Mode** | **Delivery ID**  **(Office Use)** |
|  |  | [DR8663Y](https://ytu.edu.au/wp-content/uploads/GCTRE_2025-flyer-1.pdf) | Foundations of Religious Education | Box Hill | Face to Face  Synchronous |  |
|  |  | [DT8664Y](https://ytu.edu.au/wp-content/uploads/GCTRE_2025-flyer-1.pdf) | Making our Moral Choices in Life: Value Added Approach | Box Hill | Face to Face  Synchronous |  |
| Study mode: Online on Saturdays, Study load: Part-time. For information about these units, please visit  YTU <https://units.divinity.edu.au/scheduled/for/2025/all/all/YTU/all> and <https://ytu.edu.au/gctre/> | | | | | | |

## 2025 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**

*An Australian citizen who will study at least one unit of your course of study in Australia; or a New Zealand Special Category Visa (SCV) holder, or an eligible former New Zealand SCV holder who meets the long-term residency requirements and who studies the entire course while living in Australia; or* *a permanent humanitarian visa holder or an eligible former permanent humanitarian visa holder who studies the entire course while living in Australia; or a Pacific engagement visa (PEV) holder who will be a resident in Australia for the duration of your unit(s) are 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 limits.*

**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?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **FEE-HELP** | | | | | | |
| 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, 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*](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/sponsor** 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 an 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.

|  |  |
| --- | --- |
|  | Provided **certified** copies of official academic transcripts of all relevant tertiary courses. |
|  | 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). |
|  | Provided **certified** copies of your professional experience (if applicable) |
|  | If you are an Australian Permanent Resident or New Zealand citizen, included **certified proof of residency status.**  e.g., include a copy of current visa) |
|  | Completed **payment details** on the Tuition Fees page |
|  | Include 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 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 to the University of Divinity to use my photo or video for the university’s media and promotional materials | | | | |
|  | | 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 Checklist

Course Advisor to complete

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***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  the student has the correct prerequisites for each proposed unit (if any)  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 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:*  FEE-HELP balance checked, Date:    /    /  If the student is changing from upfront payment to FEE-HELP, ensure an eCAF Invitation has been requested  ‘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 | **/**  **/** |

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