

- This form is for students who are not able to enrol via my Student Centre (MySC) or who are undertaking a non-award enrolment.
- A non-award (single subject) enrolment applies to a student who enrolls in one or more courses within an academic year for professional development or personal interest. Non-award course/s of study undertaken will not lead to a degree and no award will be conferred upon completion. Fee details for non-award enrolments are available via www.federation.edu.au/fees > Non-award enrolment.
- **Privacy Statement:** The information on this form is collected for the primary purpose of enrolling in a higher education course/s. If you choose not to complete all the questions on this form, it may not be possible for the University to process your request. Personal information may also be disclosed to government bodies and/or departments if the University is required or permitted to do so by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@federation.edu.au.
- Use **BLOCK LETTERS** and tick boxes. All sections **must** be completed.

Form Submission

Email: info@federation.edu.au
In Person: Student HQ at your home campus.

Partner Students:
Lodge completed form at your Partner Administration Office.

Previous application and/or enrolment

Have you ever been enrolled as a student of Federation University? Yes No
(including Federation and predecessors University of Ballarat, Ballarat University College or Ballarat College of Advanced Education)

If yes, please state your Federation Student ID Number (if known):

Have your name changed since your last enrolment? Yes No

If yes, previous name/s:

Personal Details

Title: First name:

Other names: Family name:

Date of birth: Gender: Male Female Other

Are you an **international student** studying in Australia? Yes No

Country of Birth

Country of birth: Australia Other: Country name Year of arrival in Aust.

Indigenous origins

Are you of Aboriginal or Torres Strait Islander origin? No Yes, of Aboriginal descent Yes, of Torres Strait Islander descent Yes, of both Aboriginal and Torres Strait Islander descent

Location Details: *where will you be studying this year?*

Federation campus (Campus as specified on offer / location for non award single subject study):

Other (Please specify) Provider: Provider Location:

Permanent Home Address: *including permanent overseas home address if applicable*

Address: International Home Phone: 0011 + Country Code

Suburb/Town/City

State Post Code Country

Home Email:

Contact Details: *during semester and lecture breaks (Not applicable to offshore students.)*

	Australian home phone	<input type="text"/>
Please indicate your preferred contact number:	Australian mobile	<input type="text"/>
Residential Address:	Other telephone	<input type="text"/>
<input type="text"/>		
<input type="text"/>		Suburb/Town/City <input type="text"/>
State <input type="text"/>	Post Code <input type="text"/>	Country <input type="text"/>
Email:	<input type="text"/>	

Mailing Address: *the address to which all communications from the University will be mailed*

Same as Semester address above	Other:	<input type="text"/>
<input type="text"/>		Suburb/Town/City <input type="text"/>
State <input type="text"/>	Post Code <input type="text"/>	Country <input type="text"/>

Emergency Contact: *including permanent overseas home address (if applicable)*

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Mailing address:	<input type="text"/>		
<input type="text"/>		Suburb/Town/City	<input type="text"/>
State <input type="text"/>	Post Code <input type="text"/>	Country	<input type="text"/>
Australian mobile	<input type="text"/>	Australian home telephone	<input type="text"/>
International Home Phone (where applicable): 0011 +	Country Code	<input type="text"/>	<input type="text"/>

Citizenship/Residency Details *(Not applicable to offshore students.)*

What is your Citizenship and/or Residency status?

Australian Citizen	<i>If you were born outside Australia and have gained Australian Citizenship, you must supply supporting documentation with this enrolment form.</i>	Attached
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New Zealand Citizen	<i>Special Category Visa holders may be eligible for HELP Assistance: www.federation.edu.au/current-students/essential-info/fees-and-charges/higher-education/help/nz-citizen-help-eligibility</i>
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Other Status	<input type="text"/>
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Temporary Entry Permit (Student Visa)	Visa Subclass	<input type="text"/>
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Holder of a Permanent Humanitarian Visa	Visa Subclass	<input type="text"/>	Date Permanent Residency Granted:	<input type="text" value="DD MM YYYY"/>
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Holder of a Permanent Resident Visa <i>(excluding Permanent Humanitarian Visa)</i>	Visa Subclass	<input type="text"/>	A copy of your PR Visa must be attached to this form	Attached
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Program Details

Academic Career:	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Research	<input type="checkbox"/> Non-Award / Single Subject
Program Code:	<input type="text"/>	Program Name:	<input type="text"/>	
Academic Plan Code (if known):	<input type="text"/>	Plan Name:	<input type="text"/>	
Application Centre:	<input type="checkbox"/> Federation	Other (please specify):	<input type="text"/>	
Mode of attendance:	<input type="checkbox"/> On campus	<input type="checkbox"/> Online	Other (please specify):	<input type="text"/>

Prior Education: What is the **highest level** of prior educational achievement you have successfully completed?

Year highest level completed:	<input type="text" value="YYYY"/>	Highest level achieved:	<input type="checkbox"/> Doctoral degree <input type="checkbox"/> Masters degree <input type="checkbox"/> Graduate Diploma or Graduate Certificate <input type="checkbox"/> Bachelor degree <input type="checkbox"/> Advanced Diploma and Associate Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate IV <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I
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Secondary School Education: What is the **highest level** that you completed at school?

<input type="checkbox"/> Completed Year 12	<input type="checkbox"/> Completed Year 11	<input type="checkbox"/> Completed Year 10	<input type="checkbox"/> Completed Year 9
<input type="checkbox"/> Completed Year 8	<input type="checkbox"/> Completed Year 7	<input type="checkbox"/> Did not attend School	
In which year did you complete your highest level?	<input type="text" value="YYYY"/>		
If you left secondary school within the last 3 years, please enter your ATAR (if known):	<input type="text"/>		

Basis for admission to this program: Please tick the appropriate response

- | | |
|---|---|
| <input type="checkbox"/> 31. A higher education award course | <input type="checkbox"/> 41. Secondary education - ATAR |
| <input type="checkbox"/> 32. A higher education enabling course | <input type="checkbox"/> 42. Secondary education – ATAR and other |
| <input type="checkbox"/> 34. A VET non secondary course | <input type="checkbox"/> 43. Secondary education – non ATAR |
| <input type="checkbox"/> 40. Work and life experience | |

Non-award single subject students:

Domestic students enrolling in non-award (single subjects) courses of study are not eligible for a Commonwealth Supported Place or HELP assistance, and must pay full tuition fees upfront by the invoice due date.

International students must also pay full tuition fees upfront by the invoice due date.

Domestic sponsored students:

If your employer or a third party will be paying fees associated with your course/s of study please contact Student Finance via email studentfees@federation.edu.au.

You and your sponsor will be required to complete a **Fee Sponsor Agreement** (Third Party/Employer Authorisation) form to authorise a sponsor invoice.

Enrolment details

Term Code	<input type="text"/>	Course Code	<input type="text"/>	Course Name	<input type="text"/>	Class No. (if known)	<input type="text"/>
Term Code	<input type="text"/>	Course Code	<input type="text"/>	Course Name	<input type="text"/>	Class No. (if known)	<input type="text"/>
Term Code	<input type="text"/>	Course Code	<input type="text"/>	Course Name	<input type="text"/>	Class No. (if known)	<input type="text"/>
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Term Code	<input type="text"/>	Course Code	<input type="text"/>	Course Name	<input type="text"/>	Class No. (if known)	<input type="text"/>
Term Code	<input type="text"/>	Course Code	<input type="text"/>	Course Name	<input type="text"/>	Class No. (if known)	<input type="text"/>

Term Codes: Term codes consist of the year (YY) and then the relevant code. eg 2020 Spring Semester would be 2025.

	Semester 1	Semester 2	Winter Semester	Spring Semester	Summer Semester	Late Summer Semester
Federation Campuses	YY 05	YY 20	YY 15	YY 25	YY 27	YY 02
Partner Providers	YY 07	YY 17			YY 27	
Northern Hemisphere	YY 03	YY 13			YY 27	

Semester Census Dates: visit www.federation.edu.au/important-dates

Students enrolling through education provider other than Federation University campuses **must** check with their education provider for relevant census (withdrawal) dates.

Declaration

I have read and understood the guidelines and advice on this form.

I certify that all information, including any provided supporting documentation and certificates are correct.

Student signature:

Date:

Office Use Only



School/Research/CUP

I hereby confirm that the program name, program code and course details listed on this form are correct and the enrolment is approved for all courses listed.

Federation Program Coordinator / Research / CUP approval (if applicable):

Name

Signature

Date

Federation University Student HQ

MySC updated

fdlGrades updated (if applicable)

NSI added (if applicable)

Data entered by:

Name

Signature

Date