

Application for Non Award Course



Murdoch
UNIVERSITY

The Student Service Centre
Level 2, Chancellery Building
Murdoch University
South Street
MURDOCH WA 6150
Facsimile: 08 9360 6491
CRICOS Provider Code: 00125J

Please read the instructions on the last page of this form

Student ID number (If you are a current or former Murdoch student please complete)

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Title Surname

Given Names

Gender (M or F) Date of Birth/...../.....

Previous Name

(If applicable. Note if any of your academic transcripts contain a different name, you are required to provide a **certified copy** of proof of name change – photocopies are not acceptable. See Application Form Instructions on back page for further information)

Email

1. Postal Address

No/Street

Suburb

State/Country Post Code

Home Phone Work Phone

Facsimile Mobile

2. Home Address

No/Street

Suburb

State/Country Post Code

Home Phone

Office Use Only

Received

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Course Code/Title

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Unit Code/Title

Assessor's Comments

Signature

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Date

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3. Citizen

Are you an Australian citizen (A), Permanent Resident (PR) or a New Zealand citizen (NZ)?

Yes (Enter one code in the box)

No

If **No**, please contact Murdoch International

Tel: +61 8 9360 6770

Web: <http://www.international.murdoch.edu.au>

4. Do you wish to commence your studies in Summer?

Refer to the instructions and guidelines on the back page regarding units which can be undertaken in Summer School and the earlier closing date for applications which commence in Summer School.

Yes

No

5. Previous Tertiary Education

(including Murdoch University studies)

Enter details of all formal studies attempted, both now and previously.

Full certified documentary evidence is required for non Murdoch studies, or application may not be processed.

Course/Qualification	Institution	Year Completed	Are documents attached and certified?

6. Unit Details

Unit Code	Teaching Period	Campus/Location	Internal/External	Unit Title	Credit Points	Office use only	
						Application approved	Application not approved

7. Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes No

8. If you answered 'Yes' to Question 7, please indicate the area(s) of impairment

Hearing Learning
 Mobility Vision
 Medical Other

9. If you answered 'Yes' to Question 8, would you like to receive advice on support services, equipment and facilities which may assist you?

Yes No

10. If you are admitted to an external unit, do you want your telephone number to be made available to other external students?

Yes No

11. Personal Statement

You are required to provide a statement of no more than 500 words in support of your application. The statement should include information on your previous studies or work experience that relates to the course that you are applying for and that will assist the University in the assessment of your application.

12. Final Checklist

Use this checklist to ensure that you have completed ALL the steps necessary for your application. You may not be considered if your application is incomplete.

- Tick if you have completed ALL relevant sections of this application form
- Tick if you have included certified photocopies of ALL relevant documentation
- Tick if you have provided a personal statement
- Tick if you have included the statement from the Legal Practice Board (if applicable – see instructions on last page)
- Tick if you have completed the Statistical Details section of this form (next page)
- Tick if you have signed the Declaration

13. Declaration

Please note that there are considerable penalties for making a false declaration by providing misleading or untrue information to the University.

I declare that the information supplied in this application and the accompanying documentation supporting it are correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my application may result in withdrawal of any offer of a place and, if admitted to the University, cancellation of my enrolment.

.....
Signature

...../...../.....

Date

15. Statistical Details

- If you are made an offer your enrolment cannot be completed without these statistical details
- These details are required by the Commonwealth Department of Education, Science and Training
- Please tick the boxes and provide answers **for each of the following questions**

1. Are you of Aboriginal or Torres Strait Islander Descent?

Tick as appropriate

		Office use only
Not of Aboriginal or Torres Strait Islander Descent	<input type="checkbox"/>	2
Of Aboriginal Descent	<input type="checkbox"/>	3
Of Torres Strait Islander Descent	<input type="checkbox"/>	4
Of Aboriginal & Torres Strait Islander Descent	<input type="checkbox"/>	5

2. What is your citizen status during the year?

Tick as appropriate

		Office use only
Australian Citizen (inc Dual Citizenship)	<input type="checkbox"/>	1
New Zealand Citizen/Diplomat/Consular (excl Aust Citizen)	<input type="checkbox"/>	2
Permanent Visa other than Humanitarian Visa	<input type="checkbox"/>	3
Temp Entry Permit & Semester Residence in Australia	<input type="checkbox"/>	4
Other	<input type="checkbox"/>	5
Permanent Humanitarian Visa	<input type="checkbox"/>	8

3. What is your Permanent Residency Status?

Tick and enter date permanent residency was first granted

	Date	Office use only
Australian citizen; Humanitarian PR; 2005-on PR; O/S student; Up-front domestic	<input type="checkbox"/>/...../.....	0
Pre-2005 PR or Pre-1996 NZ; resident in Australia, eligible for HECS	<input type="checkbox"/>/...../.....	1
Com.Sup Pre-2005; resident outside Australia, not Eligible for HECS	<input type="checkbox"/>/...../.....	2

4. In what country is your permanent home residence?

If Australia, enter postcode, if overseas enter name of country

Australia Other Country

5. In what country do you reside during the semester?

If Australia, enter postcode, if overseas enter name of country

Australia Other Country

6. In what Country were you born?

Australia Other Name of Country Year of Arrival

7. Do you speak a language other than English at your permanent home residence?

Yes No Indicate the main non-English language spoken at home

8. Prior education – What is your highest educational attainment?

Postgraduate course - Complete/Incomplete (delete one) Last year of enrolment.....Name of Institution.....

Bachelor's degree - Complete/Incomplete (delete one) Last year of enrolment.....Name of Institution.....

TAFE award - Complete/Incomplete (delete one) Last year of enrolment.....Name of Institution.....

Application Form Instructions

Who should use this form

- Applicants seeking to qualify for membership to various accounting, financial or legal bodies who are required to study specific Murdoch University units
- Applicants who wish to study a number of units without being admitted to a formal qualification

Summer School

The School of Education offers some units in Summer mode.

For details on these units visit:

http://www.education.murdoch.edu.au/educ_summer2008.html.

Note, if you wish to cross enrol with one of these units you must tick the Yes box for Section 4 and you must submit your application by 31 October.

Law Applicants

Applications seeking to enrol in specific Law units to qualify for entry to a legal professional body are asked to obtain a statement from the Legal Practice Board confirming the units they are required to complete.

This statement should be sent to the Law Administrative Office, telephone 08 9360 6820, with the completed application form prior to submission to The Student Service Centre.

Completing the Application Form

All applicants please complete all the numbered sections

Documentation to be attached with the application form

Please note – only originals or certified copies are acceptable. Copies of documentation are acceptable if certified by:

- i. the issuing institution;
- ii. a Justice of the Peace;
- iii. a Commissioner of Declarations
- iv. Murdoch University's Prospective Student's Centre

1. Academic Transcript and Degree Award

Original or certified copy of academic transcript(s) detailing results of the studies you have attempted plus original or certified copy of degree award confirming completion of qualification(s). Applicants who are Murdoch University graduates do not need to provide this.

2. Proof of Name Change

If you have changed your name since you were awarded the qualification on which this application is based, you must provide an original or certified copy of proof of name change.

Tuition Fees

Non Award students are liable for tuition fees, which must be paid by the census date of the semester of enrolment.

Details of census dates can be found online at <http://handbook.murdoch.edu.au/units/periods.lasso>

Closing dates for application

- 31 October for Summer School units.
- Last Friday in January/June for other internal/external units for semesters 1 and 2 respectively.

Please submit your application to:

**The Student Service Centre
Level 2, Chancellery Building
Murdoch University
South Street
MURDOCH WA 6150**

**OR
Facsimile: 08 9360 6491**

Law applications to:

**Law Administrative Office
Room 2.112, Law Building
Murdoch University
South Street
MURDOCH WA 6150**

**OR
Facsimile: 08 9360 6053**