RESEARCH POSTGRADUATE STUDIES

APPLICATION FOR ENROLMENT
Avondale caters for people of varied backgrounds who desire an education in a Christian context. No test of religion, politics, race or gender is administered to determine admission as a student, graduation, or the enjoyment of any benefit, advantage or privilege of the institution.

**GENERAL**  All applicants for postgraduate degrees at Avondale should complete this application form and forward it directly to Avondale. (Do not send to any of the state admissions authorities which process applications to public sector institutions).

**LODGING THE APPLICATION**  Complete all sections and return to Avondale along with documentary evidence of all qualifications. The mailing address is at the end of this page.

**DOCUMENTATION**  Applications cannot be fully processed until all supporting documentation is supplied. Copies of certificates and educational awards need to be verified, and if in another language, must be accompanied by an official English translation. To verify your documents ask an appropriate individual (Justice of the Peace (Notary Public), Accountant, Bank Manager, Clergy, Barrister, Police Officer, School Principal) to state on the copy “This is a true copy of the document sighted by me”; and include their name and address, contact phone number, profession or occupation, date verified. The person who verifies your documents must be contactable during the day. Avondale College reserves the right to sight/verify original documents before entry to courses.

**ADVANCED STANDING**  Applicants seeking enrolment with postgraduate Advanced Standing on the basis of work completed in another institution will need to supply certified copies of the full academic transcript, and photocopies from the relevant Handbook or Calendar relating to the year(s) in which they were enrolled and which shows the name, level, description and duration of the course.

**RESEARCH PROPOSAL**  Applicants for research higher degrees at Masters level should liaise with the relevant Course Co-ordinator and attach a brief (approximately 2 pages) research proposal briefly describing the field you intend to research and a proposed thesis title. Intending PhD applicants should discuss their plans with the Vice-President (Academic Administration), the Dean of the relevant Faculty, and/or potential supervisors before submitting an application. Applications normally are accompanied by a brief proposal (8-10 pages) outlining the proposed research field to be pursued. (See Section 10)

**INTERNATIONAL APPLICANTS**  If you hold international secondary or tertiary qualifications from countries where English is not the standard medium of instruction you must provide evidence of proficiency in the English Language. (For English competency requirements see the Postgraduate Handbook available from [www.avondale.edu.au](http://www.avondale.edu.au)). Applications must also be accompanied by documentation of ability to pay tuition fees. (See the International Prospectus and the separate Financial Information sheet for additional information for international students).

**COURSE CODES**  Course codes are provided in Section 4 of the application form.

**VALUES AND EXPECTATIONS**  Please read the Values and Expectations brochure before signing Section 7. (available on [www.avondale.edu.au/students/values/](http://www.avondale.edu.au/students/values/))

**PRIVACY STATEMENT**  Avondale College safeguards the personal information you give to us in accordance with Australian privacy law. You have the right to access personal information you give to us, and to correct it if necessary. We may be required by law to disclose some personal information to government agencies and to the Fund Manager of the ESOS Assurance Fund. It may be necessary for the College to provide personal information to others with whom it conducts business. Avondale College collects information necessary to enable it to provide services to its students and to people enquiring about study at Avondale; process applications for enrolment; maintain appropriate academic and financial records; assist prospective graduates find employment; maintain contact with past students; provide statistical and other information required by government. The full privacy policy is available on [www.avondale.edu.au/information/policies/privacy.php](http://www.avondale.edu.au/information/policies/privacy.php).

**FEES**  Fees are payable as per the invoiced amounts prior to the commencement of each semester in accordance with the financial polices of Avondale College. The full financial policy is available on [www.avondale.edu.au/students/financial](http://www.avondale.edu.au/students/financial). Under the policy, refund of tuition fees is calculated in relation to the time of withdrawal from a subject. Other charges are generally refunded on a pro-rata basis.

**TUITION ASSURANCE**  Under the provisions of the Higher Education Support Act 2003 and associated HEP Guidelines Avondale College provides the required tuition assurance arrangements for Australian citizens and holders of Australian permanent humanitarian visas enrolled in higher education courses it offers. Copies of the Statement of Tuition Assurance are available on the Student Policies section of the Avondale website.

Please return the completed form to

The Academic Registrar
Avondale College
PO Box 19
Cooanbong NSW 2265
AUSTRALIA
FAX: +61 (2) 4980 2137
PHONE: +61 (2) 4980 2266

Avondale College Limited ABN 53 108 186 401, CRICOS No. 02731. [www.avondale.edu.au](http://www.avondale.edu.au)
APPLICATION FOR RESEARCH POSTGRADUATE STUDIES

Have you previously attended Avondale? □ No □ Yes Year of Last Enrolment

SECTION 1 PERSONAL DETAILS

1.1 □ Dr □ Miss □ Mr □ Mrs □ Ms □ Pr

Family Name ___________________________ Preferred First Name ___________________________

Given Name ___________________________ Other Given Names ___________________________

Previous Family Name ___________________________ Previous Given Name ___________________________

(If you have additional prior names, please provide these on a separate page and attach it to this application)

1.2 PERMANENT HOME ADDRESS

No. & Street ____________________________________________

Town/Suburb ____________________________ State _____ Postcode _____ Country ____________

Telephone (     ) ______________________ (Home) Telephone (     ) ______________________ (Work)

1.3 CURRENT CONTACT ADDRESS

No. & Street ____________________________________________

Town/Suburb ____________________________ State _____ Postcode _____ Country ____________

1.4 CURRENT CONTACT TELEPHONE & E-MAIL

Telephone (     ) ______________________ (Home) Telephone (     ) ______________________ (Work)

Mobile ____________________________ Facsimile (     ) ______________________

E-mail ____________________________

1.5 DATE OF BIRTH

Day _____ Month _____ Year _____

1.6 GENDER

□ Female □ Male

1.7 MARITAL STATUS

□ Single □ Other

1.8 RELIGIOUS AFFILIATION

□ SDA □ OTHER ________________

1.9 CITIZENSHIP

□ Australian

□ New Zealand (Australian Resident) □ New Zealand (Australian Non-Resident)

□ Permanent Humanitarian Visa Date Visa granted _______ / _______ / _______ Country ____________

Holders of a Permanent Humanitarian Visa need to attach a copy of their visa documentation with their application.

□ Other Country ____________ Passport Number ____________________________

□ Permanent Resident Year of Arrival _______ □ Temporary Resident Year of Arrival _______
1.10 NEXT OF KIN / EMERGENCY CONTACT DETAILS

- Dr  - Miss  - Mr  - Mrs  - Ms  - Pr

Family Name ____________________________ Preferred First Name ____________________________

Relationship to you  Parent  Spouse/Partner  Guardian  Other ____________________________

NEXT OF KIN / EMERGENCY CONTACT ADDRESS

- Complete one of the three tick box options below

Same as Permanent Home Address  Same as Present Contact Address  Other (Supply details below)

No. & Street ____________________________

Town/Suburb ____________________________ State ______ Postcode ______ Country ______

Telephone ( ) ____________________________ (Home) Telephone ( ) ____________________________ (Work)

Mobile ____________________________ Facsimile ( ) ____________________________

E-mail ____________________________

SECTION 2 EDUCATIONAL AWARDS AND CERTIFICATES TO BE COMPLETED BY ALL APPLICANTS

All applicants need to forward certified copies of transcripts, qualifications (where applicable) showing the results received if and when available. Photocopies of all academic documents need to be certified as true copies by a person as listed on the ‘Information for Applicants’ page.

2.1 POST-SECONDARY EDUCATION

(University, TAFE, Polytechnics, Hospital Certificate, etc.)

Award ____________________________

Year completed ___ Institution name ____________________________

Award ____________________________

Year completed ___ Institution name ____________________________

If you have additional higher education institutions at which you have studied, please provide the details on a separate page, and attach it to this application.

2.2 ADVANCED STANDING

Are you seeking enrolment with Advanced Standing?  No  Yes

If yes certified copies of the full academic transcript and documentation showing the subject descriptions of the courses completed, for the year(s) in which you completed will need to be submitted.

2.3 DISTANCE EDUCATION

Will you be studying through in the Distance Education mode?  No  Yes

If No go to Section 2.3.

2.4 DISTANCE EDUCATION

Will you be studying fulltime?  Yes  or parttime?  Yes

SECTION 3 COURSE OF STUDY TO BE COMPLETED BY ALL APPLICANTS

3.1 COURSE

The course codes are listed below.

Code of Course for which you are applying ___

<table>
<thead>
<tr>
<th>COURSE CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>5001  Doctor of Philosophy</td>
</tr>
<tr>
<td>2051  Master of Education (Honours)</td>
</tr>
<tr>
<td>2046  Master of Leadership and Management (Honours)</td>
</tr>
<tr>
<td>2017  Master of Ministry (Honours)</td>
</tr>
<tr>
<td>2092  Master of Nursing (by Research)</td>
</tr>
<tr>
<td>2011  Master of Theology</td>
</tr>
</tbody>
</table>

3.2 START DATE

Course Start Date - Year 20 ___  First Semester  Second Semester

SECTION 4 INTERNATIONAL STUDENTS TO BE COMPLETED BY INTERNATIONAL APPLICANTS

4.1 LANGUAGE OF STUDY

Were your secondary and/or tertiary studies conducted in the English Language?  No  Yes

If No please complete Section 5.2

4.2 IELTS SCORE

Please provide your IELTS test score and attach documentation

LISTENING  READING  SPEAKING  WRITING  OVERALL BAND SCORE

10 October 2006
5.1 ABORIGINAL & TORRES STRAIT ISLANDER DESCENT
Are you of Australian Aboriginal descent? Yes No
Are you of Torres Strait Islander descent? Yes No
For persons of both Australian Aboriginal and Torres Strait Islander origin, mark both Yes boxes.

5.2 COUNTRY OF BIRTH
☑ Australia ☐ Other (specify) ___________________________ Year of arrival in Australia _______

5.3 LANGUAGE
Do you speak English as your primary language at home? Yes No
If No please specify the language spoken ___________________________

5.4 PREVIOUS STUDY
Have you commenced or completed any of the following? ANSWER ALL QUESTIONS

<table>
<thead>
<tr>
<th>Question</th>
<th>Never commenced.</th>
<th>Commenced but never completed</th>
<th>Completed</th>
<th>Last year of enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Postgraduate level course of any type</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>b. Bachelor level course</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>c. Sub-degree course at a higher education institution</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>d. A TAFE (polytechnic) award course</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>e. Final year of secondary education at a school or a TAFE</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>f. Some other qualification or certificate of attainment or competence</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

5.5 STUDENT DISABILITIES
Do you have a disability, impairment or long-term medical condition which may affect your studies? Yes No
If Yes please indicate the area of impairment
☑ Hearing ☐ Learning ☐ Mobility ☐ Vision ☐ Medical ☐ Other
If you have indicated that you have a disability would you like to receive advice on support services, equipment and facilities which may assist you?
Yes No

SECTION 6 PERSONAL DECLARATION & INFORMED CONSENT TO BE COMPLETED BY ALL APPLICANTS

I understand that:
• Avondale is collecting the information in this application for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support number (CHESSN) to me;
• Avondale will disclose this information to the Department of Education, Science and Training (DEST) for these purposes;
• DEST will store the information securely in the Higher Education Information Management System (HEIMS);
• DEST may disclose the information to the Australian Taxation Office; and
• Avondale and DEST will not otherwise disclose the information without my consent unless required or authorised by law.

I also understand that:
• If I do not answer all the questions on this form and supply the necessary supporting documentation, it may not be
possible to assess this application;
• The provision of incorrect information or the withholding of relevant information relating to my application and/or academic transcripts may result in the withdrawal of an offer of a place in a course;
• I acknowledge that Avondale reserves the right to seek from other bodies verification of the standing of my claimed qualifications;
• I consent to receiving information electronically and agree to access the correspondence of my Avondale email account and student portal on a regular basis;
• I voluntarily agree to uphold the ideals, standards, and principles set out in Avondale’s Values and Expectations brochure (available from www.avondale.edu.au), and pledge my cooperation. I understand that Christian values and standards as held by the Seventh-day Adventist Church are reflected in the College’s regulations and rules. I agree to abstain from the use of alcohol, illicit drugs, and tobacco, in accordance with the College’s policy on a drug free environment. If my application is accepted I agree to be bound by the rules and policies of Avondale; and

My signature below indicates that all the information given in this application is factually correct and honestly presented
Name ___________________________ Signed ___________________________ Date ___________________________

### SECTION 7 FINANCIAL
**TO BE COMPLETED BY ALL APPLICANTS**

<table>
<thead>
<tr>
<th>7.1</th>
<th>FEE PAYER’S NAME</th>
<th>Who is responsible for the payment of fees?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dr</td>
<td>Miss</td>
</tr>
<tr>
<td></td>
<td>Family Name</td>
<td>Given Name</td>
</tr>
</tbody>
</table>

| 7.2 | FEE PAYER’S ADDRESS | |
|-----|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|     | No. & Street | Town/Suburb | State | Postcode | Country | Telephone ( ) (Home) | Telephone ( ) (Work) |
|     | E-mail |

<table>
<thead>
<tr>
<th>7.3</th>
<th>FEE PAYER’S RELATIONSHIP TO YOU</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parent</td>
<td>Spouse</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7.4</th>
<th>FEE PAYER’S SIGNATURE</th>
<th>The fee payer must sign this declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Guarantee</td>
<td>I, the person/organisational officer responsible for the payment of fees, undertake to pay on or before the due dates the amounts specified. I understand a student may not commence academic registration until financial clearance has been completed. I understand that if the student defers or withdraws, I will be responsible for the payment of any outstanding balance</td>
</tr>
<tr>
<td></td>
<td>Signed</td>
<td>Position (if organisation)</td>
</tr>
</tbody>
</table>

If you believe you are eligible for a discount or subsidy as outlined in the Postgraduate Handbook (e.g. spouse, sibling discount) please contact the Student Finance Office (phone +61 2 49802115, email: student.finance@avondale.edu.au) for further details.

### SECTION 8 PhD APPLICANTS ONLY

Before accepting an applicant Avondale College needs to ensure that infrastructure, resources and supervisory capacity are available. The initial proposal of 8-10 pages is not intended to be onerous, fixed or perfect; rather it forms the basis on which potential supervisors are matched with prospective applicants. You are welcome to discuss your ideas with a potential supervisor from the published list prior to lodging the application; however other supervisors may be available. Also, please indicate if you are flexible in your choice of topic and/or methodology.

The proposal should be structured according to the following headings:
• Abstract: a half page summary of the research in plain English, including a description of the area of study;
• Objectives: A clearly define statement of the research objectives, the problem or topic being explored and the focus you propose your study will take;
• Background and significance: provide the background to the proposed research including a brief literature review and outline the contribution you anticipate your study will make;
• Research method: a brief description of the research methods you anticipate using in your study;
• Facilities and resources: provide details of the resources you envisage will be required to complete the research; and
• Possible supervisor(s) (this heading is optional).

If you need guidance in completing your proposal please contact the Vice-President (Academic Administration) for advice.

*Please attach your proposal to your application*