



# APPLICATION FOR ENROLMENT

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# Information for Applicants

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

## 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. Additional information is available to assist you in completing this application form at [www.avondale.edu.au](http://www.avondale.edu.au), via the Admission Enquiry Centre on + 61 2 4980 2377, or free phone within Australia 1800 991 392.

## Documentation

Applications cannot be fully processed until all supporting documentation is supplied. Copies of certificates and educational awards need to be certified, and if in another language, must be accompanied by an official English translation. To certify your documents ask an appropriate individual who is not a friend or family member (e.g. Justice of the Peace (Notary Public), Accountant, Bank Manager, Clergy, Barrister, Police Officer, Minister, 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, and date signed. The person who certifies your documents must be contactable during the day. Avondale reserves the right to sight/verify original documents before offering entry to courses.

## Professional Documents

Documents relating to professional accreditation and/or experience should be included where necessary, for example Registered Nurses applying for a postgraduate nursing course should provide evidence of Professional Nursing Experience, indicating the employing agency, the type of experience and hours/weeks of experience. Additionally, evidence of current registration as a Registered Nurse should be included with this application form.

## Higher Degree (Research) Applicants

Applicants for research higher degrees should liaise with the relevant Course Convenor and attach a brief (approximately 2 pages) research proposal describing the field they intend to research and a proposed thesis title.

## Alternative Entry Admission Details

Applicants for degree courses, who do not have the normal entry requirements, may apply for one of the various forms of alternative entry. If you are seeking alternative entry please provide relevant documentation. The various forms of alternative entry are outlined in the admissions policy located at [www.avondale.edu.au/admission](http://www.avondale.edu.au/admission) on the Avondale website. These include: TAFE qualifications, previous tertiary studies, Diploma of General Studies, Foundation Studies, Special Tertiary Admission Test (STAT), and special consideration.

## International Applicants

If you hold international secondary or tertiary qualifications from a country 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 relevant (Undergraduate/Postgraduate) Handbook available from [www.avondale.edu.au/handbook](http://www.avondale.edu.au/handbook)). Applications must also be accompanied by documentation of ability to pay tuition fees. (See the International section of the Avondale Prospectus and the separate Financial Information sheet for additional information).

## Tuition Assurance

Under the provisions of the Higher Education Support Act 2003 and associated HEP Guidelines Avondale provides the required tuition assurance arrangements for Australian citizens and holders of Australian permanent humanitarian visas enrolled in its higher education courses. A copy of the Statement of Tuition Assurance is available under Policies in the information section of the Avondale website.

## Fees

Fees are payable as per the invoiced amounts in accordance with the financial policies of Avondale. 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 unit. For refunds on other charges please refer to the refund policy at [www.avondale.edu.au/policies](http://www.avondale.edu.au/policies)

## Commonwealth Supported Places (CSP) (previously known as HECS)

The information in this application and its attached supporting documents will be used when considering offers of CSP for eligible Education and Nursing applicants. No separate application for a CSP is required. You will be contacted by the Academic Registrar if you are offered a CSP. If you are a school leaver you must forward your ATAR (or equivalent) to us as soon as you receive it. CSPs are offered on the basis of academic merit.

## Privacy Statement

Avondale 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 Avondale to provide personal information to others with whom it conducts business.

Avondale collects information necessary to enable it to provide services to its students and to people enquiring about study. That is, to process applications for enrolment; maintain appropriate academic and financial records; assist prospective graduates in finding employment; maintain contact with past students; provide statistical and other information required by government and professional organisations. The full privacy policy is available on [www.avondale.edu.au/privacy](http://www.avondale.edu.au/privacy)

Please return the completed form to:

**Avondale Admission Enquiry Centre**  
**PO Box 19**  
**Cooranbong NSW 2265**  
**AUSTRALIA**

Fax: +61 (2) 4980 2151  
Phone: +61 (2) 4980 2377  
Toll Free (Australia Only): 1800 991 392

# Application

Date received (office use only):

Have you previously studied at Avondale?  Yes  No

Avondale Student ID (if known):

## PERSONAL DETAILS—ALL APPLICANTS TO COMPLETE (all names must be given for record purposes)

Title:  Surname/Family Name:  Former Surname/Family Name (if applicable):

Given First Name:  Preferred First Name (optional):  Other Given Names:

Gender:  Female  Male Date of Birth: Day  Month  Year

Address Number and Street (PO Box):

Town/Suburb:  State/Region:  Postcode/Zipcode:

Country:

Telephone (Home):  Telephone (Work):

Mobile/Cellphone:  Facsimile:

Email: (This will be used as the primary form of communication)

Citizenship:  Australian  New Zealand  Other Country of Birth:

If you are an Australia Citizen are you of Aboriginal and/or Torres Strait Islander Origin  Yes  No

Permanent Humanitarian Visa Date Visa granted: Day  Month  Year

*Holders of a permanent humanitarian visa need to attach a copy of their visa documentation with this application.*

Temporary Visa Country of Citizenship:  Passport Number:

Permanent Resident Country of Citizenship:  Year of Arrival:

If your citizenship or residency is other than Australian, please provide your fee payer details below:

Who is your primary fee payer (or sponsor):  Self  Other

If 'other', provide the following details about your fee payer (or sponsor):

Title:  Surname/Family Name:  First Name:

Address Number and Street (PO Box):

Town/Suburb:  State/Region:  Postcode/Zipcode:

Phone:  Email:

I authorise fee information to be provided to my fee payer

I acknowledge the fee statements of accounts will be sent to me and it is my responsibility to forward them to my payer.

Name:  Signed:  Date:

## COURSE DETAILS (ALL APPLICANTS TO COMPLETE)

The course codes are included with this application form. Please consult the Handbook for the available major(s) in the course of study of your choice.

Those wishing to study degree subjects only, via distance education, need to apply for the course named “Degree Subjects” or “Potgraduate subjects”, as relevant.

Course for which you are applying:

Unit Set (Major) or Specialisation:  Course Code:   
*(See attached course code sheet)*

Attendance Mode:  On-campus (Internal)  Off-campus (External)  Mixed Mode

*Only limited courses are available through the off-campus mixed mode. For details contact the Admission Enquiry Centre. For mixed mode options, please check the Avondale Handbook online at [www.avondale.edu.au/information](http://www.avondale.edu.au/information)*

Attendance Type:  Full-time  Part-time

### > Campus Selection — Nursing Applicants Only

*The first year of the Bachelor of Nursing program is available on both the Lake Macquarie and Sydney campuses. From second year onwards the program is offered on the Sydney campus only.*

Please indicate on which campus you wish to commence studies:  Lake Macquarie  Sydney

### > Expected Commencement Date

*Some courses are not available for starting in second semester. Please check with the Admission Enquiry Centre regarding specific courses.*

Course Start Date Year:   First Semester  Second Semester

## ACCESS AND EQUITY DETAILS

You can apply to have access and equity considerations taken into account as part of this application. Please nominate any access and equity categories for which you wish to be considered:

Childcare

*Primary Care for Children*

Refugee

*Personal Refugee Status*

Mature Age

*Mature Age Entry*

Non-English Speaking

*Persons from non-English speaking backgrounds*

Indigenous

*Indigenous Australians*

Family Circumstances

*Applicants who have experienced difficult family circumstances*

Low Socio

*Students from disadvantaged socioeconomic backgrounds*

Rural/Isolated

*Rural or isolated applicants*

Disability

*Applicants with a disability or long-term medical condition*

If you have a disability or long term medical condition that is likely to require services, equipment or facilities to assist you in your studies, please contact the Equity Officer by emailing [equityofficer@avondale.edu.au](mailto:equityofficer@avondale.edu.au)

## ADVANCED STANDING AND SPONSORSHIP INTENTIONS

*Advanced Standing—also known as Credit Transfer or Recognition of Prior Learning (RPL)—enables relevant studies taken previously in Higher Education or the VET sector to be recognised. Applicants who have successfully completed units relevant to their Avondale degree at another tertiary institution may apply for credits towards their Avondale degree.*

*North American students intending to study at Avondale for just one semester/year, check with your advisor in your home country that all of the units you take here can be credited to the program you plan to complete in your home country/institution. It is important that you work with your advisor, providing unit descriptions from our website.*

Are you seeking enrolment with Advanced Standing?

No

Yes

*If yes, please provide official academic transcripts and documentation for the relevant unit descriptions completed.*

### Postgraduate Applicants Only (excluding Nursing)

Are you seeking sponsorship?

No

Yes

*If yes, please contact the Distance Education Unit for a Sponsorship Application Form ([lynelle.waring@avondale.edu.au](mailto:lynelle.waring@avondale.edu.au) or PO Box 19, Cooranbong NSW 2265, Australia)*

*International postgraduate: If yes, please provide official letter of sponsorship before your application can be processed.*

## SECONDARY EDUCATION DETAILS

Year left school:

Country and State of Secondary Education:

Name of School:

Highest Level Completed:  Year 10  Year 11  Year 12  Year 13 (NZ only)  Other

Score (if available):

## POST-SECONDARY EDUCATION DETAILS (University, TAFE College, Polytechnic etc.)

Have you previously studied or are you currently studying at post-secondary level?  No  Yes  
(If yes, complete details for study at each of your previous higher education institutions below)

Last year enrolled:     Institution name:

Country studied in:  Course completed?  No  Yes

Qualification name:  Length of course:

Level of completion:  (attempted but not completed, discontinued, completed)

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

Have you ever been excluded (or are you facing exclusion) from a course on academic or other grounds?  No  Yes

## OTHER NON-TERTIARY QUALIFICATIONS DETAILS

Have you completed any other qualification (eg, First Aid)?  No  Yes (please attach a verified copy)

Type of Qualification:

Date achieved:

## ALTERNATIVE ADMISSION TEST DETAILS

### English Language Proficiency Skills

Were your secondary and/or tertiary studies conducted in the English Language?  No  Yes (if not please indicate IELTS score)

### IELTS Score

Please provide your IELTS test score:  Overall Band Score:   
(and attach documentation)

Other English Proficiency Test:  Result:

### Other Admission Tests (where relevant)

Test Name (eg. STAT):  Other Admission Test Score:

**WORK EXPERIENCE / EMPLOYMENT DETAILS (Please enter most recent first) -POSTGRADUATE APPLICANTS ONLY**

All applicants need to provide verified copies of original letters from supervisors, professional associates, or the applicant's Personal Professional Clinical Record of Service book. Additional details can be attached on a separate page.

Year:     Place of Employment:

Type of Professional Experience:  Approx Hours/Years of Experience:

Year:     Place of Employment:

Type of Professional Experience:  Approx Hours/Years of Experience:

Year:     Place of Employment:

Type of Professional Experience:  Approx Hours/Years of Experience:

**ACCOMMODATION INFORMATION**

If you would like accommodation in the residence halls, please visit [www.avondale.edu.au/accommodation](http://www.avondale.edu.au/accommodation) for information and to apply. For married student units, please contact Avondale by email: [collegeviewresidences@avondale.edu.au](mailto:collegeviewresidences@avondale.edu.au) or phone: **02 4980 2222**.

**DECLARATIONS AND INFORMED CONSENT – ALL APPLICANTS TO COMPLETE**

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, Employment and Work Relations (DEEWR) for these purposes;
- DEEWR will store the information securely in the Higher Education Information Management System (HEIMS);
- DEEWR may disclose the information to the Australian Taxation Office; and
- Avondale and DEEWR 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;
- I am fully responsible for my education tuition fees and living expenses while studying at Avondale;
- I have read and understood the fees and financial policies as per the website;
- 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, and keep my personal records current;
- I voluntarily agree to uphold the ideals, standards, and principles set out in Avondale's Values and Expectations section of the Avondale prospectus (available from [www.avondale.edu.au](http://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 Avondale's regulations and rules. I agree to abstain from the use of alcohol, illicit drugs, and tobacco, in accordance with Avondale'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:

**CHECKLIST**

Please check that you have

- completed ALL sections of the application as required
- signed the declarations and informed consent
- included certified copies of transcripts and other educational documentation  
(for Australian applicants verified documents are required detailing ATAR, OP, or other post secondary school qualifications)
- included results of STAT, or English proficiency result (if applicable)

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