



Australia's
Global
University

Non-Award Voluntary or Cross Institutional 2018/2019 Admission

INSTRUCTION SHEET (Please keep for reference)

How to Apply?

You must complete and submit the Application for Admission: Non Award Voluntary or Cross Institutional application form by the relevant application deadline outlined in the table below.

Application Closing Dates 2018/2019

2018/2019 Teaching Period	Teaching Period commencement date	On time application closing date	Late applications (\$100 application processing charge)
Summer U1	26-Nov	20-Nov	Accepted until 5pm on Friday prior to commencement of the Teaching Period with payment of \$100 late application processing charge
Summer U1C	3-Dec		
Summer U1B	31-Dec		
AGSM MBA Session 1 (MG1)	18-Feb	28-Jan	
Term One T1	18-Feb		
Term One T1A	18-Feb		
Term One T1B	25-Mar	4-Mar	
AGSM MBA Session 2 (MG2)	3-Jun	13-May	
Term Two T2A	3-Jun		
Term Two T2B	8-Jul		
Term Two T2C	12-Aug	22-Jul	
AGSM MBA Session 3	16-Sep	26-Aug	
Term Three T3	16-Sep		
Term Three T3A	16-Sep		
Term Three T3B	21-Oct	30-Sep	

Lodging your Application

The application form, together with copies of your official academic transcripts and home institution approval (if cross Institutional) can be submitted via our online enquiry portal at enquiry.unsw.edu.au. Alternatively you can lodge the application by mail or in person:

Our online enquiry portal at enquiry.unsw.edu.au

By mail:

Postal address
UNSW Admissions Office (Non-Award)
UNSW SYDNEY NSW 2052
AUSTRALIA

In person at:

UNSW Student Central, at UNSW Sydney
Lower Ground Floor, Chancellery Building
Gate 9, High Street
RANDWICK NSW 2031
AUSTRALIA

Fees and Charges

Domestic Students – Non Award Voluntary

Tuition fees are payable for all Non Award voluntary course enrolments and are charged by unit of credit (UOC) according to the classification of the course/s. Please refer to the [Fees](#) section of myUNSW.

A \$50 application processing charge applies to non award voluntary applications. Late application will incur an additional \$100 processing charge.

Domestic student – Cross Institutional – Commonwealth Supported Students

If you are enrolled as a Commonwealth Supported Student at your home institution, you may be eligible for a Commonwealth Supported enrolment at UNSW. If applicable, you will be required to submit (with your application) evidence of your Commonwealth Supported Student status at your home institution. For information regarding Commonwealth Support assistance please see the [Fees](#) section of myUNSW

Late applications will incur a \$100 processing charge.

International Students – Non Award Voluntary or Cross Institutional

International students are liable for tuition fees for all Non Award or Cross Institutional enrolment in courses. This is irrespective of whether or not they are concurrently enrolled in an award program at the University. All students required to hold a student visa or other temporary visa for residence in Australia are deemed to be “International” students for the purpose of determining tuition fees for Non Award enrolments.

Tuition fees are charged by unit of credit (UOC) according to the classification of the course/s. Please refer to the [Fees](#) section of myUNSW.

A \$100 application processing charge applies to non award voluntary and cross institutional applications. Late applications will incur an additional \$100 processing charge.

Summer Term Fees 2018/2019

All courses offered by the UNSW Business School during Summer Term 2018/19 will be available on a tuition fee paying basis only. All students, including those who are Commonwealth Supported, who are Commonwealth Supported, who enrol in a Summer Term course offered by UNSW Business will be charged tuition fees. Australian Citizens and holders of permanent humanitarian visas will have the option to apply to defer payment of their tuition fees for Summer through FEE-HELP. Further information can be found in the [Fees](#) section of myUNSW.

Rules and Guidelines

- Non Award enrolment in a course, taken either Voluntarily or Cross Institutionally, may be permitted provided that the student has appropriate educational qualifications, satisfies the University's English language proficiency requirement ([EAP](#)) and any pre and /or co requisites the course may have and in each case the program Authority considers that the student will benefit from the enrolment.
- The enrolment of a student on a voluntary or cross-institutional basis must be on the provision that sufficient places are available in the course and that the enrolment doesn't not prevent a place in the course being available to a student in a UNSW award program.
- In general, a non award student will not be permitted to enrol in more than 24 units of credit in any one academic year.
- As a general rule the University prohibits non award enrolment in first year undergraduate courses.
- A student who is under exclusion from any university may not enrol in a course on a non award voluntary basis.
- Applications for non award cross institutional study must be accompanied by documented approval that the UNSW courses will be accepted for credit to the student's award program at their home institution.
- A student who is subsequently admitted to an award program at the University, for which the courses completed as a non award student form a part, may apply for credit for those courses.

Enquiries

Any questions in relation to your Non Award application should be directed to:

UNSW Admissions Office

Tel: (02) 9385 3656

www.enquiry.unsw.edu.au



Australia's Global University

Application for Admission: Non-Award Voluntary or Cross Institutional Domestic Students

1. PERSONAL DETAILS

Have you applied to UNSW before? Yes No If Yes, what is your Student ID No.?

Family Name Given Name

Date of Birth (dd/mm/yyyy) / / Sex: M F Email

Mailing Address Post code

Phone: Work () Home () Mob

Australian Citizen New Zealand Citizen* Australian Permanent Resident* Country of Citizenship

* You MUST attach a certified copy of your Australian Permanent Residency visa or New Zealand passport information or an evidence of Australian Citizenship.

2. APPLICATION DETAILS

Are you applying for voluntary or cross-institutional non-award enrolment? Voluntary Cross-institutional

If cross-institutional, name the institution and program towards which the course/s will count –

Program Institution

I am enrolled as a: Commonwealth Supported Student (up-front or deferred) Domestic Fee Paying Student

Home Institution Approval Attached (**Note that this application will not be accepted without the written confirmation of your home institution that the course/s will be credited towards award requirements**).

If voluntary, why do you wish to enrol as a non-award student?

	UNSW Course Code	Term (eg Summer, Term 1, T2, T:)	Course Name
1			
2			
3			
4			
5			
6			

4. TERTIARY STUDIES

Institution and country	Degrees and Diplomas held or being completed	Completed? Yes or No	Years of Study eg. 2016-2017	Year of graduation

Are you currently enrolled at a tertiary institution? Yes No If Yes, where?

Have you previously been, or are you liable for exclusion from any tertiary institution? Yes No

5. DETAILS OF PROFESSIONAL EXPERIENCE

Applicants for admission to courses having a professional experience requirement must attach a Curriculum Vitae or Resume which details their experience including name of employer, dates of service and nature of duties or position occupied.

6. ENGLISH LANGUAGE PROFICIENCY

All applicants, whether domestic or international, for admission to any UNSW program delivered either in Australia or overseas, who do not have an assessable qualification undertaken and assessed in English, must provide evidence that their English language ability meets the minimum requirements for admission. Please see www.unsw.edu.au/elp for further details.

7. CHECK LIST

YOUR APPLICATION CANNOT BE CONSIDERED UNLESS ALL REQUESTED DOCUMENTS ARE ATTACHED.

A. I have included with this application form –

Official Academic Transcripts

Copies of ALL previous tertiary studies (awards gained, marks and grades). If not in English official translations into English plus copies of the original language document will be required. See www.unsw.edu.au/document-certification – Please note: Exam/Result notices and web statements are not acceptable.

CV /Resume

Applicants for admission to courses having a professional experience requirement must attach a Curriculum Vitae or Resume which details their experience including name of employer, dates of service and nature of duties or position occupied.

Australian Citizens, Australian Permanent Residents and New Zealand Citizens

A certified copy of your passport page showing personal details and if applicable your Australian Permanent Residency visa.

Late Application Fee

Applications submitted after the closing dates are liable for a \$100 late application fee. Please note: Non-Award voluntary applicants must pay this in addition to the \$50 application fee.

B. If you are applying to study as a cross institutional student, you must provide the following in addition to the checklist items listed in 'A' –

Home Institution Approval

A copy of your home institution's written confirmation that the course/s applied for will be credited towards your degree.

Home Institution Fee Liability Status

Commonwealth Supported Students (CSS) - The Cross Institutional Enrolment Confirmation of Fee Status form completed by your home institution.

Tuition Fee paying students - no fee documentation required at the time of application.

C. If you are applying to study as a Non-Award voluntary student, you must provide the following in addition to the checklist items listed in 'A' –

Application Fee

The application fee (non-refundable) of \$50 payable by bank draft/bank cheque/cheque in Australian dollars made out to UNSW Australia or complete the credit card authorisation for payment section below. Payable per application.

8. PRIVACY NOTIFICATION

The information you provide on this application form is "personal information" as defined by the Privacy and Personal Information Act 1998 (NSW) [the Act]. It is collected and held by UNSW in order to process your application, admission and enrolment; to send you information regarding UNSW or third party courses or other university matters determined to be of potential interest to you; for administrative and statistical purposes; and (if this application isn't accepted) to process your application in relation to other courses offered by UNSW or related parties that may be of interest to you. We may disclose your information to others inside and outside NSW, including our related entities such as UNSW Global Pty Ltd, for the same purposes, and you consent to such bodies (including UNSW Global) acting upon your information and communicating with you regarding such courses, up to and including making offers in relation to those courses. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and UNSW Privacy Management Plan. UNSW will not disclose your personal information without your consent and without due cause, except as authorised by law. You have the right to refuse this consent, but if the consent is not given your application may not be processed. By signing this document you accept these conditions.

9. DECLARATION AND CONSENT

I declare that the information declared on this form is complete and correct. I authorise the University to obtain information from any educational institution previously or currently attended by me. If any information supplied by me is considered to be untrue, incomplete or misleading in any respect, I understand the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it and I consent to such disclosure. I understand the University reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information. I have made this application having had access to sufficient information regarding UNSW programs, courses, fees, costs, facilities and services. I understand the University reserves the right to make alterations to any matter offered in its publications without notice and that this agreement does not remove my right to take further action under the Australian consumer protection laws.

Name

Signature

Date: / /

****Unsigned applications will not be processed****

10. PAYMENT (please tick one box)

I am applying for Voluntary Non-Award enrolment. I enclose payment of \$50.00 **OR**

I am applying for Voluntary Non-Award enrolment. I acknowledge that my application will be received after the closing date and enclose payment for the application fee and the late application fee totaling \$150.00. I acknowledge that applications received after the commencement of semester will not be processed **OR**

I am applying for Cross-Institutional enrolment. (Please note that, there is NO Application fee and you are only required to make a payment if you are submitting late application).

I acknowledge that my application will be received after the closing date and enclose payment of \$100.00. I acknowledge that applications received after the commencement of semester will not be processed.

Please visit <https://webpay.fin.unsw.edu.au/OneStopWeb/NonAwardApplicationFee> to pay the application fee and enclose a copy of your receipt with this application. We will not be able to process your application without confirmation your application fee has been paid.

Send your complete application and confirmation of application fee (if applicable) to:

Admissions Office (Non-Award)
UNSW Sydney, NSW 2052 Australia
Website: <http://enquiry.unsw.edu.au>
Phone: +61 2 9385 3656



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Cross Institutional Enrolment at UNSW

Confirmation of Fee Status

SECTION 1: PERSONAL AND HOME PROVIDER DETAILS

Family Name	<input type="text"/>	Given Name	<input type="text"/>
Student ID (if known):	<input type="text"/>	Date of Birth (dd/mm/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Telephone	<input type="text"/> (<input type="text"/>) <input type="text"/>	Email	<input type="text"/>
Home Institution Name	<input type="text"/>		
Name of Program towards which credit will be granted	<input type="text"/>		

SECTION 2: STUDENT LIABILITY STATUS DETAILS

HOME INSTITUTION TO COMPLETE

Is the student Commonwealth Supported?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the student classified as a Post 2010 Commonwealth Supported student for units in education and nursing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If the student is not Commonwealth Supported, are they eligible for FEE- HELP Assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Authorised Officer's Name	<input type="text"/>	Title	<input type="text"/>
	<i>(Please print)</i>		
Contact Telephone	<input type="text"/>	Date	<input type="text"/>
University Stamp	<input type="text"/>		