

# ADMISSION APPLICATION FORM



ACPE 8 Figtree Drive, Sydney Olympic Park NSW 2127 Postal Address: Locked Bag 2000, Homebush NSW 2140  
 Telephone: +61 2 9739 3333 Fax: +61 2 9739 3382 Email: [newstudents@acpe.edu.au](mailto:newstudents@acpe.edu.au) Web: [www.acpe.edu.au](http://www.acpe.edu.au)

1. Course Selection and Commencement			
Course Selection		Start Year	Semester
2. Personal and Address Details			
Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/>		Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	
Surname /Family Name			
Given Names		Preferred Name	
Date of Birth (day/month/year)			
Email address			
Telephone ( )		Mobile Phone ( )	
Home Address			
Unit/House Number		Street Name	
Town/City		State	
Postcode		Country	
Postal Address (if different from above)			
Unit/House Number		Street Name	
Town/City		State	
3. Emergency Contact Person			
Name		Relationship to you	
Phone (Home)		Phone (Mobile)	
4. Mode of Enrolment			
What is your preferred mode of enrolment?			
5. ACPE Application			
Have you previously applied for study or studied at ACPE?		Student No.	
6. Elite Athlete Status			
Are you seeking Elite Athlete recognition? <input type="checkbox"/> No ▶ go to next section. <input type="checkbox"/> Yes , specify Sport and Program: _____ (ACPE will verify your Elite Athlete status with the relevant external bodies.)			
7. Education and Work Experience			
Please list your educational history. Attach certified copies of all academic qualifications including secondary school			

certified documents are not attached. Refer to Section 16 for information about document certification

### Secondary School Studies

School	School Location (State, Postcode and Country)	Highest Level Achieved	Year (yyyy) completed	Documents Attached
				<input type="checkbox"/>
				<input type="checkbox"/>

### Post-Secondary Education

Name of Institution	Name of Course including major studies (if applicable)	Course Duration (no. of years)	Study Period (From m/yy To mm/yy)	Year completed or expected completion date	Documents Attached
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Have you received HECS, FEE-HELP or VET FEE-HELP for any part of your studies listed above?  No  Yes ► CHESSN \_\_\_\_\_

Have you ever been excluded from post-secondary school studies on academic or other grounds?  
 No  Yes ► Please attach details on a separate sheet.

### Relevant Work Experience History

Please list your relevant work experience. Attach your supporting documentation such as your current resume, certified copies of work related references and other work related documents to support your application. Your application will be delayed if your certified documents are not attached. Please attach additional pages if space is not sufficient. Refer to Section 16 for information about document certification

Company/Organisation	Relevant Experience	Period of Service	Documents Attached
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

### 8. Application for Credit (RPL)

Do you wish to apply for exemption/credit based on previous relevant studies or work experience?  No  Yes  
 If yes, you must download and submit the "Application for Recognition of Prior Learning (RPL) Form" separately and attach certified copies of relevant documents including details of subjects completed or relevant work experience.

### 9. Language Spoken at Home

(E348)

What is the main language that you speak at your permanent home address?

English  Language other than English (please state) \_\_\_\_\_

### 10. Aboriginal or Torres Strait Islander Descent

(E316)

Are you of Australian Aboriginal or Torres Strait Islander descent?

No  Yes  If yes, please indicate  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

### 11. Country of Birth

(E346 / E347)

Were you born in Australia?

Yes ► go to next section.

No ► Please provide details opposite

Country in which you were born \_\_\_\_\_

If you are living in Australia, what year did you arrive(YYYY)? \_\_\_\_\_

**You MUST attach documentation to verify your Australian Citizenship status**

### 12. Citizenship/Residency Status

(E358)

Please indicate your Citizenship status. Please note that normally, only Australian citizens are eligible to receive FEE-HELP assistance

- Australian Citizen.** Includes Australian citizens with dual citizenship.
- New Zealand Citizen** or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian Citizenship.
- Permanent Resident.** (Attach a copy of permanent resident visa).
- Temporary Resident.** (Attach a copy of your entry permit or evidence you are a diplomat or a dependent of a diplomat (except New Zealand) and residing in Australia for all study.
- Humanitarian Visa.** (Attach a copy of your permanent humanitarian visa).
- None of the above. I require a student visa for study in Australia.**

► Please state country of Citizenship \_\_\_\_\_

### 13. Disability

(E386)

Do you have any disability, impairment or long term medical condition/s that may affect your studies?

No  Yes  If yes, please answer below

Please indicate the area/s of impairment (More than one option may be selected)

Hearing  Learning  Mobility  Vision  Medical  Other \_\_\_\_\_

Would you like to receive advice regarding services and facilities which may assist you with your studies?

No  Yes

Do you have any condition which will require ACPE to make special provisions for you?

No  Yes ► Description of disability: \_\_\_\_\_

Please attach professional practitioner statement explaining your needs.

### 14. Education level of your parents or guardians

(E573 / 574)

Parent/Guardian 1

Male  Female  No parent or guardian 1

- Post Graduate qualification (eg. Postgraduate Masters, PhD)
- Bachelor degree
- Other post-school qualification (e.g. VET/TAFE Certificate, Associate Degree or Diploma)
- Completed Year 12 schooling or equivalent
- Did not complete Year 12 schooling or equivalent
- Completed Year 10 schooling or equivalent \*
- Did not complete Year 10 schooling or equivalent
- Don't know

Parent/Guardian 2

Male  Female  No parent or guardian 2

- Post Graduate qualification (eg. Postgraduate Masters, PhD)
- Bachelor degree
- Other post-school qualification (e.g. VET/TAFE Certificate, Associate Degree or Diploma)
- Completed Year 12 schooling or equivalent
- Did not complete Year 12 schooling or equivalent
- Completed Year 10 schooling or equivalent \*
- Did not complete Year 10 schooling or equivalent
- Don't know

### 15. How did you find out about ACPE?

Friends or relatives

Internet search

Radio or television

Magazine or newspaper

Workplace

Other, please specify : \_\_\_\_\_

### 16. Application Checklist

Before lodging this form, check that :



All sections have been completed



Supporting documents have been attached

- ✓ Copies of official documents have been certified
- ✓ The Declaration section has been signed and dated

### Documentation

**You must submit certified copies of your documents. Faxed, scanned, or uncertified photocopies will not be accepted.**

**Documents can be certified by any of the following :**

- the official records department of the institution which originally issued the document/s
- An ACPE staff member
- a Justice of the Peace with a registration number
- An accountant - must be a member of the Institute of Chartered Accountants in Australia, or the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent
- A bank manager
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant and above
- A postal manager
- A Principal of an Australian secondary college, high school or primary school

**You or a family member cannot certify your documents, even if you or they belong to one of the categories listed above.**

The certifying officer must print the following text on the copied document: 'I certify this to be a true copy of the document shown and reported to me as the original.' They must also include their name, address, contact telephone number, profession or occupation or organisation, the date and then sign the document. The certifying officer should also include the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp. Additionally, a Justice of the Peace must also print their registration number and provide details of the state in which they are registered.

## 17. Informed Consent and Declaration

I understand that

- Students are required to attend classes, and undertake all assessments, practical experience placements, and other requirements stated in the course unit outlines, during a course of study and abide by all rules and regulations of ACPE that are in force at any time;
- Students participating in practical experience placements, which require them to have direct contact with children under 18, will be required to complete a Prohibited Employment Declaration for each period of practical experience placement (in accordance with Child Protection (Prohibited Employment) Act 1998). If a student is unable to provide a satisfactorily completed Prohibited Employment Declaration as and when requested by ACPE, the student will not be eligible to participate in practical experience placements that require them to have direct contact with children under 18. If a student is unable to satisfactorily complete any one or more practical experience placement requirements the student will be unable to complete the course
- ACPE, as an approved Higher Education Provider (HEP), is required to collect the information on this form from all students, and is doing so for the purpose of assessing my admission entitlement and entitlement to Commonwealth Assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me;
- ACPE will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for these purposes. DEEWR will store the information securely in the Higher Education Information Management System, and may disclose the information to the Australian Tax Office and other designated authorities.
- Students enrolling in cross-institutional studies are responsible for providing a copy of their ACPE results to their Home institution.

I hereby declare that to the best of my knowledge, all documentation and information submitted or made available by me to ACPE, whether in relation to any course of study or otherwise ("the information"), is true, accurate and complete in every detail.

I authorise ACPE

- to obtain from other educational institutions and relevant authorities, at any time, details of my enrolment, academic record, examination results, including details of enrolment, variations and attendance;
- to provide information, including personal and contact details, course enrolment details and changes, to the Australian government agencies and designated authorities and, if relevant, the Tuition Assurance Scheme;
- to supply any relevant official records to other educational institutions associated with my studies at ACPE; and
- to seek appropriate medical care for me, as a matter of urgency, in the event of circumstances requiring urgent medical care when it is not possible to contact my parent/guardian or next of kin.

I have read and understand the General Tuition Fee and Payment Information provided herein. I accept liability for payment of all fees as explained in this application form and agree to abide by the refund policy as specified. I also agree to abide by the conditions of the award and the policies of ACPE as amended by ACPE from time to time. I am aware that there are severe penalties for providing false or misleading information. I acknowledge the decision of ACPE is final, and no correspondence will be entered into.

**Applicant's Signature** \_\_\_\_\_

**Date (DD/MM/YYYY)** \_\_\_\_\_

## GENERAL TUITION FEE & PAYMENT INFORMATION

### TUITION FEES

Tuition fees are payable each semester for all units of study being undertaken in the semester. Tuition fees are reviewed annually and may increase at ACPE's discretion. The schedule of tuition fees may be found at [www.acpe.edu.au](http://www.acpe.edu.au) ► **enrolment** ► **fees**

<b>ACPE SCHOLARSHIPS</b>	ACPE offers a number of scholarships that entitle recipients to a financial reduction in their semester tuition fees over the period of their degree. Information on ACPE scholarships, including details on the application closing dates may be found at <a href="http://www.acpe.edu.au">www.acpe.edu.au</a> ► <a href="#">enrolment</a> ► <a href="#">scholarships</a>
<b>PAYMENT OF TUITION FEES</b>	<p>Local students who are Australian Citizens or holders of an Australian permanent humanitarian visa may choose to pay their tuition fees fully upfront, defer the full payment through the Commonwealth Government's Fee-Help Assistance scheme, or defer a portion through Fee-Help and pay a portion upfront. Local students who are not Australian Citizens or holders of an Australian permanent humanitarian visa are not normally eligible for the Commonwealth Government's Fee-Help Assistance scheme but may pay their tuition fees under ACPE's easy payment plan (three instalment payments per semester). International students are required to pay the first semester's tuition fee upfront to ACPE before course commencement and may pay their tuition fees for their second and subsequent semesters to ACPE under ACPE's easy payment plan (three instalment payments per semester).</p> <p><b>FEE-HELP ASSISTANCE</b></p> <p>The Commonwealth Government's Fee-Help Assistance scheme is a contingent loan scheme that assists eligible students to pay their tuition fees. Students repay their loan through the tax system once their income is above the minimum threshold for compulsory repayment. The Government applies a loan fee of 25% to Fee-Help loans for undergraduate courses of study. Fee-Help Information booklets and application forms for Fee-Help Assistance are available from ACPE. You can also visit the Government's Going To Uni website at <a href="http://www.goingtouni.gov.au">www.goingtouni.gov.au</a>. Students who wish to defer all or part of their tuition fees through Fee-Help must hold an Australian Tax File Number and submit a completed <i>Request for Commonwealth Fee-Help Assistance Application Form</i> to ACPE at the time of enrolling in their semester units. Please read the Fee-Help Information booklet or view the Government's Going To Uni website to determine whether you meet the eligibility criteria before submitting a <i>Request for Commonwealth Fee-Help Assistance Application Form</i>.</p> <p><b>UPFRONT PAYMENT</b></p> <p><u>Easy Payment Plan</u></p> <p>Local students paying 100% of their tuition fees directly to ACPE may nominate to pay each semester's tuition fees in three easy instalments payable by the due dates as advised at the commencement of each semester. Students who access FEE-HELP are not eligible for the easy payment plan. International students may pay under ACPE's easy payment plan in their second or subsequent semesters.</p> <p><u>Partial Upfront Payment</u></p> <p>Students paying a portion of their tuition fees upfront and a portion via the Commonwealth Government's Fee-Help Assistance scheme, are required to pay the upfront portion in full directly to ACPE by the semester census date.</p> <p><u>Lodging an Upfront Tuition Fee Payment with ACPE</u></p> <p>Students paying all or a portion of their tuition fees directly to ACPE can do so by bank cheque, personal cheque, credit card or electronic funds transfer payable to: <b>ACPE Ltd, Locked Bag 2000, Homebush NSW 2140   BSB: 032-326 Account No (Westpac): 14 7244</b></p>
<b>REFUND OF TUITION FEES</b>	<p>Students should be aware of the <b>semester census date</b> as this date determines the tuition fee liabilities for the semester. Census dates for units are published on ACPE's website. Generally, tuition fees are not refunded nor are loan debts remitted upon withdrawal from units after the Census date for the specific unit. Withdrawal from a unit after the Census date may also incur academic penalties. Commencing students, enrolling in their units for their first semester of study, should also be aware that if they withdraw from all their enrolled units for their first semester of study before or on the Census date that they will not be liable to pay the tuition fees for the enrolled units, but will be liable for a cancellation fee of \$300.00. A student withdrawing from a unit must give written notice to ACPE by lodging either a unit enrolment variation form if withdrawing from individual units, a course deferral form if deferring their studies for 6 or 12 months, or a course withdrawal form if withdrawing from their course entirely.</p> <p><u>Special Circumstances:</u> A notice of withdrawal after the census date due to special circumstances may be accepted as grounds for either a total or partial refund of fees, subject to the provision of acceptable documentary evidence in support of the application for a refund. Further information regarding the circumstances under which remission of a FEE-HELP debt is applicable is available in the FEE-HELP Information booklet. Students may apply to request a refund of tuition fees by completing and submitting the relevant form supplied by ACPE. These forms are available from the College and via ACPE's website. Further details on ACPE's refund policies are published in the student handbook - see <a href="http://www.acpe.edu.au">www.acpe.edu.au</a> ► <a href="#">quicklinks</a> ► <a href="#">student handbook</a>.</p>
<b>OTHER RELATED COURSE COSTS</b>	<p>As a student, you may need to purchase educational supplies and stationery and pay for photocopying, printing, personal expenses associated with professional experience participation, and other incidental charges if not specific to completing the unit requirements of your course. The required textbooks and readings for your course are made available for your loan through ACPE's library. However, students often prefer to purchase their own text books at a personal cost of anywhere from A\$10 to A\$180 each depending on the subject and text required. A student may also be required to pay a student fine or penalty if it is imposed principally as a disincentive (eg overdue library books). Please be aware that documentation that verifies a student's completion of unit or course requirements may be withheld from a student if he or she has outstanding debts to ACPE. Please also note that all courses require attendance at classes conducted on campus and at specialist venues across Sydney. Also, parking is not available on campus. For further information about costs of living in Sydney, including accommodation costs, travel costs, and dining and entertainment costs, refer to ACPE's website.</p>
<b>TUITION ASSURANCE</b>	<p>ACPE provides a tuition assurance arrangement for students in accordance with the provisions of the Higher Education Support Act 2003 (HESA) and the associated HEP Guidelines. Full details about this arrangement are provided by ACPE online at <a href="http://www.acpe.edu.au">www.acpe.edu.au</a> ► <a href="#">enrolment</a> ► <a href="#">fees</a></p>

**STATEMENT ON THE USE OF INFORMATION SUPPLIED WITH THIS APPLICATION**

In order to comply with Commonwealth reporting requirements The Australian College of Physical Education (ACPE) Ltd must collect the information from students. It will not be used by the Commonwealth to identify individual students and is used for statistical and policy development purposes. ACPE acknowledges and respects the privacy of individuals. The information you provide on this application form is "personal information" as defined by the Privacy and Personal Information Act, 1988 (NSW) [the ACT]. The information you provide is collected and held by ACPE to assess your application and for administrative and statistical purposes. You have the right of access to and alteration of, the information concerning yourself in accordance with the ACT. ACPE will not disclose your personal information without your consent and without due cause, except as required by law, Government regulation, or the requirements for normal operation of ACPE.