

UNDERGRADUATE ADMISSION APPLICATION FORM

ACPE 8 Figtree Drive, Sydney Olympic Park NSW 2127 Postal Address: Locked Bag 2000, Homebush NSW 2140
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HOW TO APPLY

- ▶ **Complete this form**, writing your responses clearly in the space provided and crossing boxes, as applicable unless indicated otherwise. Sign the informed consent and declaration section on page 3 of this form.
- ▶ **Attach to this form** a copy of your HSC (or equiv), ATAR/UAI (or equiv), TAFE, and/or other post-secondary academic results, and any other relevant documentation if requested to do so in this form.
(Note: Attach only copies of documentation, as it will not be returned. If the required supporting documentation isn't available at the time of lodging your application, please forward it to ACPE at the earliest possible convenience.)
- ▶ **Book and attend a Campus Tour** at www.acpe.edu.au or call (02) 9739 3333. *(Highly recommended)*
- ▶ **Schedule a Personal Interview*** by calling (02) 9739 3333 or emailing newstudents@acpe.edu.au
**Applicants for the Bachelor of Applied Dance and Bachelor of Dance Education course are also required to complete an audition*
- ▶ **International Applicants** must attach certified copies or original documentation of: (a) results of your secondary school education and (b) official academic transcripts for all your previous post secondary study at universities, colleges, and/or other private educational institutions. These should indicate whether the qualification is complete or incomplete. If the documents are not in English, you must provide an official English translation. Additionally, international students are required to provide documentary evidence of having met the College's English Proficiency requirements (refer to the Admissions Policy), such as certified copies of IELTS or TOEFL test results.

ADMISSION APPLICATION

1. Course you are applying for

Please indicate your course preferences by placing a cross in the appropriate box.

Note: Attendance on campus is required for all courses. No courses are taught by correspondence.

- Bachelor of Applied Fitness (3 yr degree)
- Bachelor of Applied Dance (3 yr degree)
- Bachelor of Dance Education (4 yr degree)
- Bachelor of Health and Movement (Sport) (3 yr degree). *Graduates of this degree can undertake an additional one year of postgraduate study with ACPE to qualify to teach Secondary PDHPE*
- Bachelor of Sports Business (3 yr degree)
- Bachelor of Sports Coaching and Administration (3 yr degree)
- Cross-Institutional Study (ACPE is Host Institution).
Attach an ACPE unit enrolment form and a letter or form from your Home Institution that verifies that you will receive credit for successful completion of these units towards your enrolled course at your Home Institution.

2. Year you wish to begin study

(YYYY) 20 ____

3. Semester you wish to begin study

Autumn (Classes commence March) Winter (Classes commence July)
Orientation for New Students is conducted the week before classes commence.

4. Preferred mode of enrolment

Full Time Part Time

5. Have you previously applied for study at ACPE?

No Yes ▶ ACPE student number _____

6. Applicant Personal Details

First Name _____ Middle Name _____
Surname _____ Preferred First Name _____
Date of Birth (DD/MM/YYYY) _____ Sex Male Female

7. Applicant Contact Details

Term Residential Address

(All College correspondence is sent to this address, except College upfront payment account statements).

Unit/Street No _____ Street Name _____
Suburb _____ State _____ Postcode _____
Country _____
Phone Home _____ Mobile _____
Email Address _____

Billing Address *(Temporary residents must state overseas home address. If address is overseas a copy of your College upfront payment account statement will be sent to your Term Residential address).*

tick this box if same as above address

Unit/House No _____ Street _____
Suburb _____ State _____ Postcode _____
Country _____
Phone Home _____ Mobile _____

8. Alternate/Emergency Contact Person

(eg Parent/Guardian/Next of Kin)
(optional completion)

Full Name _____ Relationship _____
Phone Home _____ Mobile _____

9. Are you seeking Elite Athlete recognition?

- No ▶ Go to next question
- Yes ▶ Please provide details opposite

Sport/s _____
Elite Level / Program _____
ACPE will verify your Elite Athlete status with the relevant external bodies

10. Were you born in Australia? E346 E347

- Yes ▶ Go to next question
- No ▶ Please provide details opposite

Country in which you were born _____
If you are living in Australia, what year did you arrive? (YYYY) _____

* **NOTE: You MUST attach documentation that verifies your current Citizenship status**

11. **Citizenship/Residency Status**^{E358}
(Please note – normally only Australian Citizens are eligible for Commonwealth 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 _____

12. **What is the main language that you speak at your permanent home address?**^{E348}

- English
- Language other than English (please state) _____

13. **Are you Aboriginal or Torres Strait Islander?**^{E316}

- No ▶ Go to next question
- Yes ▶ Please provide details opposite

- Aboriginal
- Torres Strait Islander
- Both Aboriginal and Torres Strait Islander

14. **Will you be completing/have you completed Year 12?**

- No ▶ Go to Question 16
- Yes ▶ Please:
 1. Provide details opposite
 2. Attach a copy of your HSC results and ATAR/UAI/TER score (if avail) to this application form. If not available, please fax/mail your results to ACPE as soon as possible

In what year will you/did you complete Year 12?(yyyy) _____

School _____

Suburb _____ Postcode _____ Country(if not Australia) _____

What is/was the suburb and postcode of your home address during your Year 12 studies?

Suburb _____ Postcode _____

If you have completed year 12 please answer the following

What was your ATAR/UAI/ TER score (or equivalent)? _____ Not eligible

Was this score for? ATAR UAI TER or Other (please state) _____

What English Band did you attain? 1 2 3 4 5 6 Not available

- Yes, I have attached to this form
 - a copy of my HSC results (or equiv) and/or a copy of my ATAR/UAI/TER/Other score.
- No, I will fax/mail a copy of my results to ACPE when they become available.

▶ Go to Question 17 below.

15. **If you left school without completing Year 12**

Please attach a statement (approximately 200 words) and related documents (eg reference, most recent school results) that supports your request for admission.

I have attached a supporting statement and related documents (eg reference, final school results)

- Yes
- No, I will fax/mail my statement and/or results to ACPE by (insert approximate date) _____.

16. **Have you previously enrolled in other post-secondary school studies in Australia or overseas?**

- No ▶ Go to Question 18
- Yes ▶ Please:
 1. Provide details opposite
 2. Attach a copy of your results

- I have undertaken a recognised VET certificate II, III or IV course Completed studies Yes No Expect to complete this year.
- I have undertaken a course either at VET Diploma and/or Advanced Diploma and/or Bachelor and/or Graduate Certificate and/or Graduate Diploma and/or Masters level with an Australian RTO, university or other Australian Higher Education Provider. Completed studies Yes No Expect to complete this year.
- I have undertaken post-secondary certificate or Higher Education studies outside of Australia as stated: _____ Completed studies Yes No Expect to complete this year.

Name of institution at which you were last enrolled _____

Year last enrolled with this institution _____

Student number with this institution _____

Name enrolled under with this institution _____

Did you receive HECS or FEE-HELP assistance for these studies?

- No Yes ▶ CHESSN _____

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

17. **Are you seeking credit (eg. RPL) towards your ACPE studies?**

(Nb: Credit may only be sought for post-secondary studies at Diploma level or above and/or work experience completed elsewhere)

- No
- Yes ▶ Please complete an ACPE Recognition of Prior Learning (RPL) Application Form (available from the ACPE website) and submit it before you commence studies.

18. **Do you have any disability, impairment or long term medical condition/s that may affect your studies?**^{E386}

- No ▶ Go to next question
- Yes ▶ Please provide details opposite

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

Hearing Learning Mobility Vision Medical Other _____

Would you like advice on support services, equipment and facilities that may assist you?

No Yes ▶ Please attach professional practitioner statement explaining your needs.

19. **What is the highest level of education completed by your parent/s or guardian/s?**

PARENT/GUARDIAN 1^{E573}

Female Male

- Post Graduate (e.g. GradDip, Masters, PhD)
- Bachelor degree
- Other post-school qualification (e.g. associate degree, diploma, advanced diploma)
- Completed apprenticeship &/or VET/TAFE certificate
- Completed Year 12 schooling (or equivalent)
- Completed Year 10 schooling (or equivalent) continued at school, but didn't complete Year 12
- Completed Year 10 schooling or equivalent
- Left school before completing Year 10
- Don't know

PARENT/GUARDIAN 2^{E574}

Female Male No second parent/guardian

- Post Graduate (e.g. GradDip, Masters, PhD)
- Bachelor degree
- Other post-school qualification (e.g. associate degree, diploma, advanced diploma)
- Completed apprenticeship &/or VET/TAFE certificate
- Completed Year 12 schooling (or equivalent)
- Completed Year 10 schooling (or equivalent) continued at school, but didn't complete Year 12
- Completed Year 10 schooling or equivalent
- Left school before completing Year 10
- Don't know

INFORMED CONSENT & DECLARATION

(MUST BE COMPLETED BY DOMESTIC AND INTERNATIONAL STUDENTS FOR ADMISSION APPLICATION TO BE CONSIDERED)

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.

► **Domestic and International Student Applicant's Signature** _____ **Date (DD/MM/YYYY)** _____

INTERNATIONAL STUDENTS ADDITIONAL INFORMATION, INFORMED CONSENT & DECLARATION

(INTERNATIONAL STUDENTS (ONLY) MUST ALSO COMPLETE AND SIGN THIS SECTION FOR ADMISSION APPLICATION TO BE CONSIDERED)

Additional Information

Are you currently enrolled in a course at another Australian Higher Education Provider? Yes No

Passport Number _____ Passport Expiry (DD/MM/YYYY) _____

VISA Number _____ VISA Expiry (DD/MM/YYYY) _____

VISA Type Number/Conditions _____

A certified copy of passport (showing visa) is attached No Yes

I hold overseas health cover No Yes ► Expiry: (DD/MM/YYYY) _____

Policy showing personal policy number is attached No Yes

Agent Stamp to be Affixed Here, if applicable

I am represented by an Agent: No Yes ► (please complete below)

Agent Name: _____

Agent Email: _____

Additional Informed Consent & Declaration

I have read and understand the content, qualification, duration, teaching and assessment methods. I have received general information on ACPE's facilities, equipment and resources; fees payable to ACPE; ACPE's refund policy; English proficiency and academic requirements for entry to ACPE; the applicability of recognition of prior learning (RPL) to my course; the course content and duration, qualification offered if applicable, modes of study, assessment methods, and attendance requirements; ACPE's location, local environment and general costs of living; and the ESOS framework (see <http://www.immi.gov.au/students/visa-conditions-students.htm>).

I obtained the above information from (tick all that apply): information sent to me from ACPE by post or email; ACPE website; visit to ACPE in (month/year) _____ international agent/agency - (name of agent/agency).

I am also aware that if I am on a student visa (other than subclass 576, which relates to a student sponsored by AusAID or the Department of Defence):

- that I will be expected to maintain a full-time study load and complete my course in the normal time-frame. For example, a Bachelor of Sports Business should be completed in 3 years. I may reduce my study load only in special circumstances and with approval of the Dean;
- that any school-aged dependant accompanying me to Australia will be required to pay full fees if they are enrolled in either a government or non-government school;
- that once I obtain a student visa, I must comply with all the Australian Government conditions to maintain the visa (see www.immi.gov.au/students/visa-conditions-students.htm). This includes, but not limited to, notifying ACPE of a change of address while enrolled in the course;
- that the information I provide to ACPE may be made available to Australian government authorities and agencies, including DIAC and the Fund Manager of the ESOS Assurance Fund. This information may include, and is not limited to, personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition; and
- that I must obtain permission from ACPE if I wish to transfer to another institution within the first 6 months of my course.

I am 18 years of age or above Yes No ► A parent/guardian must counter sign this form in all places where you have signed.

► **International Student Applicant's Signature** _____ **Date (DD/MM/YYYY)** _____

This is an agreement between provider and student. It covers several arrangements, including the refund of course monies if either party defaults. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

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 ► enrolment ► fees
ACPE SCHOLARSHIPS	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 www.acpe.edu.au ► enrolment ► scholarships
PAYMENT OF TUITION FEES	<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 installment 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 installment payments per semester).</p> <p>FEE-HELP ASSISTANCE</p> <p>The Commonwealth Government's Fee-Help Assistance scheme is an income 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 www.goingtouni.gov.au. 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>UPFRONT PAYMENT</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 installments 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>Deferred Repayment Loan</u></p> <p>Local students paying 100% of their tuition fees directly to ACPE may be able to apply to the NAB (National Australia Bank) for a deferred repayment loan, which would enable loan payments to be deferred until the course is completed. The NAB applies charges to this loan. Further details are provided by the Bank online at www.national.com.au/Personal_Finance/0,,9113,00.html</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: ACPE Ltd, Locked Bag 2000, Homebush NSW 2140 BSB: 032-326 Account No (Westpac): 14 7244</p>
REFUND OF TUITION FEES	<p>Students should be aware of the semester census date 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 www.acpe.edu.au ► quicklinks ► student handbook.</p>
OTHER RELATED COURSE COSTS	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.
TUITION ASSURANCE	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 www.acpe.edu.au ► enrolment ► fees
CENTRELINK ALLOWANCES	Local students may qualify for Youth Allowance and Austudy and various other Student Support allowances or scholarships through Centrelink. Students normally are required to enrol in at least 75% of the normal full-time work load. The national Centrelink telephone number for inquiries is 13 24 90. The Centrelink web site may be found at www.centrelink.gov.au

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.