



Enrolments – Student Administration Services
 Pauline Griffin Building (11)
 Canberra ACT 0200 Australia
 CRICOS Provider Number: 00120C

SAS 36d 12.03.08

E: enrolments.enq@anu.edu.au
 T: +61 2 6125 3339
 F: +61 2 6125 8830
 W: <http://info.anu.edu.au/studyat/>

Application for Non-Award Re-Enrolment: Previously Enrolled Students Only

Important Information for Applicants

USE OF THE APPLICATION FORM

This form is for use by continuing non-award students (including cross-institutional students) who wish to **re-enrol** in non-award courses at the Australian National University (ANU). Applicants who have not previously been enrolled as non-award students at ANU must submit the *Application for Non-Award Admission* available on the web at www.anu.edu.au/sas/forms.

COMPLETING THE APPLICATION FORM

- Consult the draft timetable of courses offered in the coming year at <http://timetable.anu.edu.au> to select the correct course titles and codes; ensure you have met any pre-requisites.
- Sign and date the declaration.
- Keep a copy of the choice of courses that you have selected.
- Attach certified copies of previous qualifications where requested.

CLOSING DATES

Forms received after the closing date **must** include a late fee of \$125.

Re-enrolment for Semester 1, 2008 Non-award (cross-institutional and tuition fee paying)	25 January 2008
Re-enrolment for Semester 2, 2008 Non-award (cross-institutional and tuition fee paying)	27 June 2008
Re-enrolment for Summer Session * By arrangement with the College/Faculty/School/Centre Student Office	
Re-enrolment for Autumn Session * By arrangement with the College/Faculty/School/Centre Student Office	
Re-enrolment for Winter Session * By arrangement with the College/Faculty/School/Centre Student Office	
Re-enrolment for Spring Session * By arrangement with the College/Faculty/School/Centre Student Office	

* Enrolment is available in a limited number of courses. You should contact the relevant College/Faculty/School/Centre for further information.

DOCUMENTATION TO ACCOMPANY THIS FORM

Do **not** send original documents. All copies must be certified according to the instructions on the enclosed sheet (*Certification of Documents to Accompany Applications for Admission*).

All forms must be accompanied by full documentation. Failure to provide full documentation, as outlined below, will delay processing on your re-enrolment request.

All Students:

- If applying for courses that have prerequisites, please include your most recent certified academic transcript.

Cross-Institutional Students:

- You must include approval from your home university. A form has been enclosed for your convenience. A letter from your home institution can be considered in place of this form.

Failure to provide this information may result in your being charged Domestic Tuition Fees (DTF).

NON-AWARD STUDIES – FEES

Where non-award courses are to be counted towards the award requirements of an undergraduate Commonwealth supported program at another institution (cross-institutional enrolment), they may be charged a student contribution amount.

However, students applying for Summer Session courses in the Colleges of Law or Business and Economics should contact the respective College Office for advice about fee liability.

Enrolment and fee liability may be checked on [ISIS](http://isis). It is your responsibility to check information and ensure it is correct. Failure to correct inaccurate information may have serious academic, administrative or financial consequences for you.

LODGEMENT AND ENQUIRIES

Return completed forms, *including all required documentation*, to the postal address above displayed in the form banner or deliver in person to The Student Enquiry Counter, Student Administration, Pauline Griffin Building (#11), Ellery Crescent, ACTON



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 Pauline Griffin Building (11)
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Application for Non-Award Re-Enrolment: Previously Enrolled Students Only Home Institution Approval Form

This form is for use by Australian citizens or permanent residents applying for cross-institutional studies as a Commonwealth supported student at The Australian National University. It is used to provide approval from the applicant's home institution and is supplied for your convenience. (A letter from your home institution can be used in place of this form.)

Applicant to Complete

Personal Details

Family Name: Title: Date of Birth:

D	D	M	M	Y	Y

Given Names:

Phone: day () evening () mobile

Proposed Non-Award Course

Course Code	Session/Semester Offered	Course Name

Applicant's Signature: Date:

D	D	M	M	Y	Y

Home University to Complete

(The following authorisation is to be completed by a Fees Officer of the home university.)

Is this student eligible at his/her home university for HECS-HELP? Yes No
 If Yes, is this student a pre-2005 student? Yes No
 If Yes, did this student pay differential HECS at his/her home university? Yes No

Name & Signature Fees Officer:

(Name, please print)	(Signature)

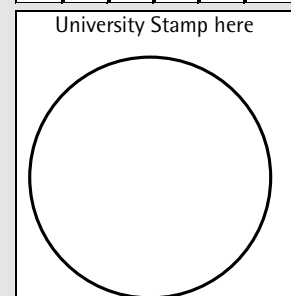
 Date:

D	D	M	M	Y	Y

Approval is given for this student to undertake the nominated course(s) at ANU. On successful completion of the course(s), credit will be given to the student's academic program at this University.

Name of University Officer:
 Position:
 Name of University:
 Signature: Date:

D	D	M	M	Y	Y



(Please return this form to the address above as soon as possible.)



Admissions Office, Student Administration Services
 Pauline Griffin Building (11)
 Canberra ACT 0200 Australia
 CRICOS Provider Number: 00120C

SAS 18 17.11.03
 Web: www.anu.edu.au/
 Phone: +61-2-6125-5594
 Fax: +61-2-6125-0751
 Email: admiss.app@anu.edu.au

Certification of Documents to Accompany Applications for Admission

- If you intend to post your application, please send certified copies of original documents only. Where possible these should be A4 size on plain white paper and should be certified on the front of the document.
- Any further query concerning the certification of original documents should be directed to the Admissions Office (as above).

The Certifying Officer must be:

- currently employed in one of the professional or occupational groups listed below;
- contactable by telephone during normal working hours.

The Certifying Officer must:

- write on the copy *"This is a true copy of the original documents sighted by me"*;
- sign and print their name;
- provide an address and a contact telephone number;
- state their profession or occupation group (as below);
- write on the copy the date certified; and
- affix the official stamp or seal of the certifier's organisation on the copy.

In addition, if the certifying officer is a Justice of The Peace, the certifying officer must:

- list registration number and state/territory of registration.

Who Can Certify Documents Within Australia?

Professional or occupational groups:

- Accountant – member of a recognised professional accounting body or a Registered Tax Agent;
- Manager of a bank or credit union, other than managers of Bank Travel Centres;
- Barrister, Solicitor or Patent Attorney;
- Police Officer in charge of Police Stations or of the rank of Sergeant and above;
- Postal Manager;
- Principal of an Australian Secondary College, High School or Primary School.

An authorised officer in:

- a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- the Admissions Office or Student Services Office at any Australian university or TAFE College;
- the official records department of the institution that originally issued the document(s).

Other:

- A Justice of The Peace with a registration number

Who Can Certify Documents Outside Australia?

- an authorised officer of an Australian overseas diplomatic mission;
- an authorised officer of an Australian Education Centre;
- a private representative of this University;
- a university or college Registrar;
- a school headmaster or other recognised examining authority.

Note: You must be prepared to provide original documents at the time of enrolment.