

CROSS INSTITUTIONAL AND NON-AWARD APPLICATION FORM



SECTION 1 - TELL US HOW YOU WOULD LIKE TO STUDY

CROSS INSTITUTIONAL STUDY

Cross Institutional study is for students currently studying at another university. It allows you to complete a course (subject) with the University of Newcastle and have that course contribute to your degree at your “home” University. It’s a great way to add some variety to your degree, by taking a University of Newcastle course that interests you.

It’s important that you first gain approval from your home University, to ensure that the University of Newcastle course will count towards your degree. This approval also ensures that you will be charged the correct fee by the University of Newcastle. If you are a Commonwealth Supported Student at your University, you can access Commonwealth Support for your University of Newcastle subject. If you are a fee-paying student at your home University, you will need to pay fees at University of Newcastle.

To make sure that we have the correct fee information, you will need to include a [Home Provider Endorsement](#) form with this application.

I would like to study with the University of Newcastle as a Cross Institutional Student

NON-AWARD STUDY

Non-Award Study involves studying a single University of Newcastle course (subject). A non-award course is not part of a degree at University of Newcastle. However, if you decide to study a degree at the University of Newcastle in the future, you may be able to receive credit for any non-award courses that you have completed.

The University of Newcastle offers a huge range of courses across a wide variety of disciplines. Completing a course through non-award study allows you to take a course that is useful for developing knowledge and skills for your career, to assist in Continuing Professional Development requirements, or just for the enjoyment of studying something that interests you.

As a non-award student, you will need to pay the tuition costs for the subject that you are completing. Government HELP loans are not available for non-award study. Please take the time to read through this important financial information for [domestic](#) and [international](#) applicants.

I would like to study with the University of Newcastle as a Non-Award Student

SECTION 2 - TELL US WHAT, WHERE AND WHEN YOU WOULD LIKE TO STUDY

The full list of University of Newcastle courses is available on our [course handbook](#). You can filter this on location of study, level of study, area of study, or Faculty. Read this [important information](#) on how to make the best choice. To ensure that your application is assessed in time for you to start your studies on the first day of term, applications need to be submitted **no later than two weeks prior to the commencement of the term you wish to apply for**. Applications submitted after the closing date will not be accepted.

COURSE 1

I would like to study

in _____ at the _____ campus

COURSE 2

I would like to study

in _____ at the _____ campus

SECTION 3 - TELL US ABOUT YOURSELF

If you have previously studied with University of Newcastle, what was your student number _____

Title _____ Other _____

First name _____ Middle name _____

Surname _____ Preferred Name (if applicable): _____

Gender _____ Date of Birth _____

Address _____

City _____ State _____ Postcode _____

Country _____

Phone _____

Email (make sure that you include an email address that you check regularly) _____

What is your citizenship and residency status?

I am _____

I was born in Australia _____

My country of birth (if not Australia) is _____

My country of citizenship (if not Australia or New Zealand) is _____

English Language Proficiency

All applicants (both domestic and international), need to provide evidence that they satisfy the University's minimum [English Language Proficiency Requirements](#). This requirement is usually met through completion of prior studies, or a formal English test.

To help us determine your eligibility, please answer the following questions.

- Have you completed a qualification (e.g. senior secondary high school, or post-secondary level studies) in Australia or a country listed in [Table 3 of the English Language Proficiency Procedure?](#)

YES	NO
YES	NO
- If no, have you completed an English language skills test (see [Table 2](#)) within the last 2 years.
- If you have answered *No* to both of the questions above, our Admission staff may request additional documentation after reviewing your application.

SECTION 4 - TELL US ABOUT YOUR STUDIES

To ensure that you are eligible, and suitably prepared for studies with the University of Newcastle we need to know a little about your prior studies.

Only formal qualifications from high schools, universities and registered training organisations will be considered.

I have completed senior secondary studies (e.g. NSW HSC or equivalent)

COUNTRY	STATE	QUALIFICATION	YEAR COMPLETED	SCHOOL NAME
e.g. Australia	e.g. NSW	e.g. HSC	e.g. 2016	e.g. Newcastle High School

I have completed, or am completing, undergraduate, postgraduate, VET (such as TAFE certificate or diplomas), enabling studies or a Special Tertiary Aptitude Test

INSTITUTION	COUNTRY	QUALIFICATION TITLE	COURSE IS COMPLETE	LAST YEAR ATTENDED	DURATION (years)
e.g. TAFE NSW	e.g. Australia	e.g. Diploma in Business	e.g. YES or NO	e.g. 2016	e.g. 3 years

SECTION 5 - APPLICATION CHECKLIST

To help ensure a streamlined assessment of your application, please make sure that you review the application checklist below and provide all the necessary supporting documentation, along with your completed, signed and dated application form.

All supporting documentation provided must be presented as a clear colour copy of the original item (e.g. attached colour scanned file), [or a certified copy](#).

If you are not a previous University of Newcastle student, please ensure that you provide [100 points of identification](#)

If you have experienced a change of name, please provide evidence of this change (e.g. a marriage certificate, Registry of Births Deaths and Marriages change of name)

If you are the holder of an Australian visa (of any sort), please provide a copy of your current Passport and either your current visa, or a current VEVO Entitlement Check

Please provide a copy of the completed qualification (Table 2) or English language skills test results (Table 5) from your response in Section 3 about satisfying the English Language Proficiency requirements

Please provide a copy of all academic qualifications listed in Section 4. This should include the formal completion certificate, accompanied by an official academic transcript/academic record. If you have difficulty sourcing copies of older qualifications, please include a copy of your highest-level qualification and the admissions team will advise if anything further is still required

If you are applying for Cross Institutional study, please submit a Home Provider Endorsement form, completed by your current institution, and an official academic transcript for your current studies

If you have completed a MOOC/Short Course, please provide a copy of your completion certificate. Please see [ASK UON](#) for additional information

SECTION 7 - TERMS, CONDITIONS AND INFORMED CONSENT

Your application for admission cannot be considered unless you accept all terms and conditions set out below.

1. I certify that all information and documentation supplied by me to the University is true, accurate and complete including all information supplied with my application for admission and/or credit.
2. I understand that I must comply with the rules, policies and by-laws of the University of Newcastle and that failure to do so may result in the cancellation of my enrolment.
3. I understand that I must ONLY enrol in courses that comply with the requirements of the program to which I have been admitted.
4. I understand that failure to pay fees and charges owed to the University and/or its partner organisations by the due date may result in my access to University services being restricted, the cancellation of my enrolment and/or action to recover any remaining debt.
5. I authorise the University to release information regarding my enrolment to Government agencies including the Department of Education and Training and the Department of Jobs and Small Business, Department of Human Services and the Department of Home Affairs in accordance with legal requirements.
6. I consent to the sharing of information between the University of Newcastle, other Universities and educational institutions as well as Universities Australia and tertiary admissions centres in relation to any matter including academic or other misconduct, exclusion from study or irregular activity that may be untrue or misleading in any respect.
7. I understand that the University of Newcastle is collecting information for 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.
 - a. I understand that the University of Newcastle will disclose information to the Department of Education and Training and the Department of Jobs and Small Business for the above purposes and that these departments will store the information securely in the Higher Education Information Management System (HEIMS), and that the information may be used in connection with the National Data Collection on University Applications and Offers and/or other uses as these departments may lawfully require from time to time.
 - b. I accept that the Department of Education and Training and the Department of Jobs and Small Business may disclose the information to the Australian Taxation Office (ATO).
8. I understand that the University of Newcastle will not otherwise disclose the information I have supplied without my consent unless required or authorised by law.

I have read and agree to the Terms and Conditions of Enrolment outlined above. Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

In signing this form and enrolling at the University of Newcastle, you are agreeing to all the above conditions.

Signed:

Date:

FORM SUBMISSION

If you are a domestic applicant (Australian citizen, Australian permanent resident, New Zealand citizen, or holder of an Australian Permanent Humanitarian Visa), please submit your completed application and supporting documentation to admissions@newcastle.edu.au

All other applicants (international) should submit their completed application and supporting documentation to IA@newcastle.edu.au

WHAT NEXT?

University of Newcastle admissions staff will review your application and get in contact within 10 business days of receiving your application. If your application is successful, you will be admitted and enrolled in your nominated course(s).

We will send you all of the information you need to start studying with the University of Newcastle. Keep an eye on your email (including your junk mail folder), and please contact us if any of your details change.