Enrolment Application Guide

This guide helps you to complete the Admission and Re-enrolment forms as below:

Admission

- Admission Form for Counselling
- Admission Form for Domestic Coursework Students
- Admission Form for Domestic Higher Degree by Research
- Admission Form for Graduate Certificate in Teaching Religious Education
- Admission Form for Leadership
- Admission Form for Overseas Coursework Students
- Admission Form for Overseas Higher Degree by Research
- Admission Form for Professional Supervision Courses
- Admission Form for Single Subject and Cross-Institutional Students

Re-enrolment

- Re-enrolment Form for Coursework Students – Domestic and Overseas
- Re-enrolment Form for Graduate Certificate in Teaching Religious Education
- Re-enrolment Form for Professional Supervision Courses

IMPORTANT: Your application can only be approved on receipt of all required supporting documentation.

Please ensure you;

- Follow the instructions in the forms.
- Provide a USI Unique Student Identifier https://www.usi.gov.au/ as this is now required for all students
  - You are responsible for providing the University of Divinity (UD) and college/school with the USI
  - Applications cannot be finalised and Enrolment is not complete until the USI has been supplied.
- Provide the required documentation to process your application.
  - You must present original documents or provide certified copies. If scanned and emailed copies are sent in the first instance, certified copies must follow, or you must present original documents to your college/school. 'Certified' means a signed statement by an authorised person (including Registrars, Deans, Course Advisors, Research Coordinators, and academic records staff in your home college/school as well as principals, police officers, chemists, and CPAs) that they have sighted the original.
  - **Domestic students**
    - An Australian Born/Citizen who is a student residing in Australia or overseas.
      - If residing overseas is classified as 'Offshore' and needs to be enrolled in an online award or travel back to Australia for intensive units.
      - Does not require a visa to study.
    - NZ citizen
    - The Pacific Engagement Visa holder
    - A Permanent Resident Visa holder
    - A Permanent Humanitarian Visa holder
  - **Overseas students**
    - A Non-Australian Citizen (who is not an Australian or New Zealand Citizen) who is a student residing in Australia (classified as Onshore) or overseas (classified as Offshore).
    - Requires a visa to study 'Onshore' may require the course of study to be CRICOS registered depending on visa type.
    - Does not require a visa if they study 'Offshore'.
  - refer to the following links for information provided by the Australian Government regarding certified copies, translations, and contact details of Australian offices overseas: https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141

- If English is your second language, results of an approved English language test approved by the University of Divinity (UD) are required, or evidence of significant study in an English-medium institution with assessment as stated in UD Policy. For details, including details of approved tests refer to the English language requirements in the Admissions Policy.
- Contact the appropriate Course Advisor at the college/school at which you wish to study to discuss your program of study

How to Complete the Forms

In the first instance, contact your intended home college/school to check the admission/re-enrolment process and discuss your program of study.

Electronic copy

- Save the document to your computer
- Tab (or scroll) to each question and type in your response
- Tab (or scroll) to each box and press the space bar or click with your mouse and an 'X' will appear. To remove
  the 'X' press on the space bar or click with your mouse again.

Hard copy

It is acceptable to complete and submit forms on paper.

- Please print clearly

Personal Information

- Ensure that your current name is consistent with your official records *(name as is listed on your proof of citizenship)* e.g. Katherine, not Kate. If you have recently officially changed your name, ensure you have advised the ATO (Australian Taxation Office) and USI Registry of your updated name.
- If you wish to be called by a name different from your given name please enter it next to 'Preferred name'
- Indicate whether you have previously studied at the colleges of the University of Divinity (including its former institution names)
- Addresses and contact details—enter current details as requested.
  - It is important that you provide at least one telephone number in case college/school staff needs to speak to you about your application.
  - Overseas students must provide an overseas address as a permanent address.
  - If you change your address at any time after you have lodged your application form, please complete the Personal Details Amendment Form
- Email address—a personal email address is required as this is the college/school's initial method of contacting you during the application process.
  - Ensure the address is current and that you enter the details accurately.
  - Further information will be supplied on confirmation of enrolment.
- On your initial application please tell us briefly how you heard about the college/school or University e.g. family; friends; UD student; church; web search; brochure; school/careers advisor; advertisement
- Please supply the day phone number and/or mobile number of a family member or close friend for the college/school to contact in an emergency.
- Enter other details as applicable or select the appropriate tick box.

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141

Course and College/School

Course of study

- Select the course in which you wish to apply/re-enrol.
  - Where courses are available in a specialised stream, indicate which stream you are applying for from the drop-down menu (electronic submission).
  - Select one course only.

Home College/School

- Select the UD College/School at which you wish to study.
  - Your home College/School is your primary learning community and provides you with course advice and support services throughout your studies.

Course dates, study load and attendance

Your Course Advisor/Research Coordinator will be able to provide you with guidance in completing this section during the required interview. The purpose of the interview, which may be conducted by telephone or email or similar means, is to help you choose the right course, as well as to ensure you meet the admission requirements, and to plan a program of study appropriate to your course and your needs.

Course commencement date

- Enter the start date of your first unit of study.

Course Expected end date

- Your Course Advisor can assist in working out your expected end date. The minimum and maximum time for completion of your course can be viewed under the heading of 'Duration' specified in the Courses information.

Study Load

- Study Load of full-time or part-time can be determined based on the number of units undertaken within each time period of the course. Additionally, in circumstances where credits or transfers contribute towards a reduction of the requirements of a course of study, the time to complete is reduced accordingly

Previous Education/Qualifications

- Enter the highest secondary schooling you attained, together with the associated details e.g. the institution, location, and year it was completed.
- Enter the courses (including year completed and institution) you have previously attempted or completed at the tertiary level.
- **Ensure that you supply certified official academic transcripts for all studies completed.**
- Credit transfer is a process that allows you to seek recognition for prior studies. If you are eligible for credit transfer you may be able to complete your studies within a shorter length of time. More information can be found in the Credit Policy.

English Language Proficiency

- Applicants must meet the University's English language prerequisites which are explained in the Admissions Policy. The English competency of an applicant may be determined either by an English language test approved by the University or by evidence that the applicant has lived and functioned for a substantial part of his or her life in an English-speaking context. If study in non-English-speaking countries was undertaken in English, applicants must provide proof.

Professional Experience

- Only necessary if you are applying for study based on your prior professional experience.
- **Ensure that you supply certified official employment letters for all works you completed or currently doing.**

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141

Australian Government Information

The Commonwealth Government requires this information from all applicants.

- Descent questions—enter details as applicable by selecting the appropriate tick box.
- Provide details of the country you are living in for the semester of initial course enrolment.
- Enter the country you were born in and, if not born in Australia, the year of your arrival in Australia.
- Please indicate the language you speak at home. If you are a temporary resident, enter the language spoken in your country of origin.
- Indicate your citizenship/residency status
  - Certified documentary evidence is required to verify your citizenship in your current name e.g. your birth certificate, current passport or other official documents.
    - If you have changed your name from the name on your proof of citizenship and/or academic transcripts, please provide proof of a change of name.
    - You must enrol in the name indicated on your certified ID documentation.
    - Foreign documents that are not written in English must be accompanied by a translation from an approved translation service.
  - Note: only applicants who meet the eligibility criteria can apply for FEE-HELP, Commonwealth Support Place and HECS-HELP
- For statistical purposes the Australian Government requires the University of Divinity to collect information about the highest level of education completed by your parents or guardians.
  - Enter the answers about the people (up to two) who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.
  - Tick **one** level only for each parent/guardian
- Overseas students must provide visa (or visa application) details and passport number and expiry date.
- Please indicate any special needs (disability/impairment, long-term medical condition) which may impact on your studies and any assistance/special consideration or reasonable adjustments you may require.

Medical/Disability Needs

- You must provide details of your disability or medical condition which means that you may require additional help during your study. If any, please inform your Course Advisor, so the college/school can organise a Student Support Plan for you.

Overseas Student Health Cover

- Overseas Students and family members must have and maintain adequate health insurance for the whole of their stay in Australia. To find out the length of coverage you will require, see student visa grant periods.
- Overseas Students and family members must be covered by Overseas Student Health Cover (OSHC) from an approved Australian health insurance provider unless an 'Exception' applies.

Higher Degrees by Research

Academic referees

- You must provide details of two people who are familiar with your studies and are qualified to comment on your previous academic achievements and your capacity to undertake a research program.

Proposed research

- Indicate your area of the proposed research, then provide a detailed research proposal as a separate document.

Proposed research supervisors

- Research applicants must have made contact with potential supervisors.
- Provide the proposed supervisors' details (contact and academic)
  - Space is provided to list a second associate supervisor but it is not obligatory.

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141

- Every higher degree by research candidate is supported by a Principal Supervisor who holds a doctoral degree, or has equivalent research experience, and who is a research active, accredited academic staff member of the University and at least one Associate Supervisor with relevant research expertise.

For more information refer to the Higher Degree by Research Policy.

Proposed unit of study

- Your Course Advisor/Research Coordinator will be able to provide you with guidance in completing this section during the required interview. The purpose of the interview, which may be conducted by telephone or email or similar means, is to help you choose the right course, as well as to ensure you meet the admission requirements, and to plan a program of study appropriate to your course and your needs. You can also check the unit of study via Unit Management System (UMS).

Single-subject and cross-institutional enrolments

- If you have enrolled in Single Subjects or Cross-Institutional enrolments with the same college/school previously, you do not need to supply academic transcripts or citizenship documents, unless they have been updated.

- **Single Subject Students:**
  - Must pay Upfront for tuition fees. Authorisation for payment by credit card or payment by cheque/money order is required with enrolment. A non-refundable surcharge fee of 1.80% applies for all card payments.
  - **FEE-HELP** is not available for single-unit enrolments. Please complete the *Method of Payment* in the Tuition Fees section. Your application is not complete until fees have been paid.

- **Cross-Institutional Students:**
  - FEE-HELP is available for cross-institutional students.
  - As a cross-institutional student you are required to submit a letter or form from your home institution indicating that the University of Divinity unit/s you intend to take are approved for credit from your current institution.
  - If you are enrolled cross-institutionally and changing your payment method from **upfront** to **FEE-HELP**, you will need to apply for FEE-HELP with certified proof of citizenship in your current name.

Delivery ID and mode of units

The Delivery Id & mode of your unit can be checked in the: Unit Management System (UMS) by searching in Units scheduled for 2025.

Each unit in the UMS will be allocated with one type of 'mode' related to how the unit is delivered; they are:

1) Internal: Always physically attending a campus or specified location at a specified time.

- Face to Face: Attending classes on campus, with a scheduled class time delivered in real-time.

2) External: Never physically attending a campus or specified location.

- Online: Considered to be asynchronous – all learning and participation are wholly online; students watch videos or work through the material in their own time (e.g., any learning activities are not delivered in real-time).
- Online – synchronous: Considered to be synchronous – all learning and participation is wholly online, but students are required to 'attend' lectures at a specified time as unit content is delivered in real-time.
- Distance Education: External study where teaching activities, submission of assessment and provision of materials may be offered online asynchronously but is more likely via printed material that students work through in their own time.

3) Multi-Modal: Sometimes physically attending a campus or specified location.

- Blended: A combination or mix of internal and or external studies.
- Intensive: Unit content is delivered via a compacted study period.
- Supervised: A program of study undertaken by a student under the direction of a supervisor.
- Practicum: Assessment for the unit of study involves practical, field or work experience (e.g., CPE, STFE)

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141

Unit selection

- Prior to completing the program of study, check unit information provided by the college/school
  - to ensure you are completing units within the course structure
  - for unit descriptions, prerequisite details and required texts
  - for delivery details i.e. when the units are being offered.
- Enter your choice/s for the year (or individual study period)
  - In the section 'College/School teaching the unit' section enter the unit provider through which you are studying the unit.
- Note that all unit choices must be completed in collaboration with the Course Advisor/Research Coordinator.

Tuition fees and other fees

- All tuition fees are to be paid prior to the commencement of the unit.
  Please refer to http://www.divinity.edu.au/study/fees/.
- **Domestic students**—select how you wish to pay your tuition fees. Choose from the following:
  - **Commonwealth Supported Places (CSPs) and HECS-HELP** – A Commonwealth-supported place (CSP) is a place at a university where the government pays part of your fees. This part is a subsidy, not a loan, so you don't have to pay it back. An Australian citizen, who will complete **some of their course** of study while resident in Australia; or a New Zealand citizen; or an Australian permanent visa holder; or an eligible former permanent humanitarian visa holder; who studies the **entire course** while living in Australia may be able to access a CSP.

    The University of Divinity may offer participation in the CSPs scheme for people from educationally disadvantaged groups (including students from low SES backgrounds; students from inner regional, outer regional, remote and very remote areas; students who are the first in their family to study at university; First Nations students; and students with a disability). Only available for Bachelor of Counselling.

    This subsidy does not cover the entire cost of your study. The remaining portion is called the 'student contribution amount', the payment of which you are liable for. You can pay it using a HECS-HELP Loan, upfront or both. A HECS-HELP loan does not cover costs like accommodation, laptops or textbooks. A HECS-HELP loan is used to pay your student contribution amount.

    Should you wish to apply for a CSP, the University of Divinity will assess your eligibility criteria and check your Student Learning Entitlement Balance. You will need to have at least 3 EFTSL for the Bachelor of Counselling degree.

    To be eligible for a HECS -HELP / CSP, you must be one of the following:
    - an Australian citizen who will study at least some of your course while living in Australia
    - a New Zealand Special Category Visa (SCV) holder, or eligible former New Zealand SCV holder, who meets the long-term residency requirements and who studies the entire course while living in Australia
    - a permanent humanitarian visa holder, or an eligible former permanent humanitarian visa holder, who will be a resident in Australia for the duration of your unit(s), or
    - a Pacific engagement visa (PEV) holder who will be a resident in Australia for the duration of your unit(s)

    - have a Unique Student Identifier (USI) prior to the first census date (for new enrolments from 1 January 2021)
    - have sufficient Student Learning Entitlement available (for new enrolments from 1 January 2022)
    - not undertake more than 2 years' worth of higher education study within 12 months (unless your provider has approved you to take on more).

    - Tick Commonwealth Supported Places (CSPs) or/and HECS-HELP as the method of payment.
    - When your enrolment has been entered into the University of Divinity student record system, the Government will email you with directions to apply online via eCAF for

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141

HECS-HELP.

- You will receive a Passkey to access your eCAF details (this may take several days from the time you submit your application for admission). Your home college/school is responsible for checking that an eCAF has been created and should be 'checked' prior to each Semester. Please follow up with your home college/school if you do not receive an email and Passkey.
- To submit your application for HECS-HELP: Login to the eCAF website and complete the application for HECS-HELP by checking and submitting details.
  Note: This must be done by the Passkey Expiry Date or Census Date (as indicated in eCAF enrolment record), whichever occurs first.
- All your student record details must match your personal details recorded with the ATO to verify the Tax File Number (TFN) and the USI Registry to verify the Unique Student Identifier (USI). If the TFN and USI do not verify you will be contacted by your home college/school who will check your student record details and update if required. If your student details are correct you will need to contact the ATO or/and USI Registry to update your details.
- For information about HECS-HELP refer to https://www.studyassist.gov.au/
  - Note that there is a lifetime limit on HECS-HELP.
  - You are responsible for ensuring you do not exceed your limit.
  - CSP you must complete a HECS-HELP eCAF by the census date of your first session of study, even if you are paying upfront. This subsidy does not cover the entire cost of your study. The remaining portion is called the 'student contribution amount', the payment of which YOU are liable for. See https://www.studyassist.gov.au/help-loans/commonwealth-supported-places-csps for more details.

- **FEE-HELP** is a loan from the Australian Government to pay all or part of your fees when you study a higher education course. Your HELP loan must be repaid to the Government once you earn enough income to make repayments.

  To be eligible for a FEE-HELP, you must be one of the following:
  - an Australian citizen who will study at least some of your course while living in Australia
  - a New Zealand Special Category Visa (SCV) holder, or eligible former New Zealand SCV holder, who meets the long-term residency requirements and who studies the entire course while living in Australia
  - a permanent humanitarian visa holder, or an eligible former permanent humanitarian visa holder, who will be a resident in Australia for the duration of your unit(s), or
  - a Pacific engagement visa (PEV) holder who will be a resident in Australia for the duration of your unit(s)

  - *New Applications*
    - Tick FEE-HELP as the method of tuition fee payment.
    - When your enrolment has been entered into the University of Divinity student record system, the Government will email you with directions to apply online via eCAF for FEE-HELP.
    - You will receive a Passkey to access your eCAF details (this may take several days from the time you submit your application for admission). Your home college/school is responsible for checking that an eCAF has been created and should be 'checked' prior to each Semester. Please follow up with your home college/school if you do not receive an email and Passkey.
    - To submit your application for FEE-HELP: Login to the eCAF website and complete the application for FEE-HELP by checking and submitting details.
      Note: This must be done by the Passkey Expiry Date or Census Date (as indicated in eCAF enrolment record), whichever occurs first.

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141

- All your student record details must match your personal details recorded with the ATO to verify the Tax File Number (TFN) and the USI Registry to verify the Unique Student Identifier (USI). If the TFN and USI do not verify you will be contacted by your home college/school who will check your student record details and update if required. If your student details are correct you will need to contact the ATO or/and USI Registry to update your details.
- For information about FEE-HELP refer to https://www.studyassist.gov.au/
  - Note that there is a lifetime limit on FEE-HELP debt.
  - You are responsible for ensuring you do not exceed your limit.

- *Reenrolling students*
  - If you are already on FEE-HELP and are continuing in your current course, you do **not** need to reapply for FEE-HELP.
  - If you are changing from upfront to FEE-HELP, tick 'I wish to apply for FEE-HELP for this course'. When your enrolment has been entered into the University of Divinity student system, the Government will email you with directions to apply online for FEE-HELP, as above.

- *Commonwealth Assistance Notice (CAN)*
  - A CAN is sent within 14 days of the Census Date of any Fee-Help Units for your current enrolment. Please note: a CAN is sent for each Census Date and does not show all your enrolments for each Semester on one notice (this includes any withdrawn units).

- **Austudy**—Students wishing to claim Austudy or other Centrelink payments should be aware of their eligibility criteria. View the following government website for further details: https://www.servicesaustralia.gov.au/individuals/services/centrelink/austudy

- **Upfront**—payment is required prior to the commencement of the unit within the pertinent study period. Select your preferred payment option for Tuition Fees:
  - Payment via Credit Card
    - (VISA / Mastercard) are available via our online payment facility. Please go to the link: https://pay.divinity.edu.au/tuition-fee and follow the prompts to make secure online credit card payments or contact the Finance Office at +61 3 9853 3177. A non-refundable surcharge fee of 1.80% applies for all card payments.
  - Payment via BPAY
  - Cheque or money order payable to the University of Divinity or
  - Third-party payment
    - If a third party is paying your fees, include with your application a sponsor statement, letter or other official confirmation from the third party accepting responsibility for payment of fees.

  Note: A 'Statement of Fees' will be provided by your college/school that will indicate the fee amount.

- **Mixed payment—**there are 3 types of mixed payment available:
  - Mixed FEE-HELP and upfront
    - This option requires an online application for FEE-HELP (for eligible students applying for FEE-HELP for the first time), relevant upfront payment details on this form, as well as completion of the University's Mixed Payment Form to provide specific details of the mixed funding arrangement.
  - Mixed CSP/HECS-HELP and upfront
    - This option requires an online application for CSP/HECS-HELP (for eligible students applying for CSP/HECS-HELP for the first time), relevant upfront payment details on this form, as well as completion of the University's Mixed Payment Form to provide specific details of the mixed funding arrangement. (Only available for Bachelor of Counselling)

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141

- Mixed upfront
  - This option requires relevant upfront payment details on this form, as well as completion of the University's Mixed Payment Form to provide specific details of the mixed funding arrangement.
- **HDR doctoral applicants only**: RTP application
  - The University of Divinity receives funding from the Commonwealth Government through the Research Training Program (RTP). Eligible doctoral candidates may be allocated an RTP place by the Admissions Working Group; the School of Graduate Research will provide application forms and relevant closing dates. Students will be advised if they have been allocated an RTP place.

- **Overseas students**—for overseas student visa applicants a (non-refundable) application fee applies, which must be paid on application. Once you have been accepted into the course, the tuition fees must be paid two weeks before the start of each semester.

  The **Application Fee** (AUD $300 for 2025 applicants) may be paid via:
  - Credit card (the preferred payment method)
    - via the following link: https://pay.divinity.edu.au/overseas-fee and follow the prompts to make secure online credit card payments. The Finance Office can be contacted on +61 3 9853 3177. A non-refundable surcharge fee of 1.80% applies for all card payments.
  - Check/money order or bank draft in AUD$ or
  - Sponsor payment
    - If a third party (sponsor) is paying your tuition fees, include with your application a completed Overseas Student Sponsor Statement from the sponsor accepting responsibility for payment of fees.

  The **Tuition Fees** may be paid via:
  - Payment via Credit Card
    - (VISA / Mastercard) are available via our online payment facility. Please go to the link: https://pay.divinity.edu.au/tuition-fee and follow the prompts to make secure online credit card payments or contact the Finance Office at +61 3 9853 3177. A non-refundable surcharge fee of 1.80% applies for all card payments.
  - Payment via BPAY
  - Cheque or money order payable to the University of Divinity or
  - Third-party payment
    - If a third party is paying your fees, include with your application a sponsor statement, letter or other official confirmation from the third-party accepting responsibility for payment of fees.
      or
    - In overseas currencies through Western Union Business Solutions.
      University of Divinity has partnered with Convera GlobalPay, the world's largest specialist in global business payments, to provide you with a simple and low-cost method of paying your tuition fees in your own currency.

  Note: A 'Statement of Fees' will be provided by your college/school that will indicate the fee amount. There is a direct link from Overseas Student Resources on the University of Divinity website, https://divinity.edu.au/study/overseas-students

Your checklist

Check each required item on the checklist to confirm that you are providing all the information needed to process your application. An incomplete application will delay processing. Late applications may not be accepted.

Terms and Conditions of Enrolment and Declarations

Read the privacy statement and declaration details before you sign and date the declaration.

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141

Submitting the form

- If your college/school permits, you may complete and submit this form electronically. If so:
  - type your name in the signature field on the form for electronic submission.
  - obtain from your college/school the email address to which you should send the form
  - send the form to that email address from the email address you have used in the form.
- Certified paper copies of citizenship, education qualifications, English language requirements, etc are required. If scanned copies are submitted initially, certified copies need to follow.
  - If emailing your application, forward hard copy certified documents as soon as possible
- Please do not submit this form directly to the University of Divinity office.
- **Closing Application dates for Student Visa Holders:**
  15 November for Semester 1 in the following year and 15 April for Semester 2 in the same year
- School of Graduate Research students, refer to https://divinity.edu.au/sgr/

Colleges/Schools of the University of Divinity	
Australian Lutheran College 104 Jeffcott Street, North Adelaide, SA 5006 Phone: +61 8 7120 8200 enquiries@alc.edu.au	**Catholic Theological College** 278 Victoria Pde (PO Box 146), East Melbourne VIC 3002 Phone: +61 3 9412 3333 registrar@ctc.edu.au
Eva Burrows College **Melbourne Campus** 100 Maidstone Street, Ringwood, VIC 3134 **Sydney Campus** 32a Barnsbury Grove, Bexley North, NSW 2207 Phone: +61 3 9847 5400 enquiries@ebc.edu.au	**Pilgrim Theological College** Centre for Theology and Ministry 29 College Crescent, Parkville VIC 3052 Phone: +61 3 9340 8800 study@pilgrim.edu.au
St Athanasius College 100 Park Road, Donvale VIC 3111 (Donvale) 285 La Trobe St, Melbourne, VIC 3000 (Eporo) PO Box 1153, Mitcham North, VIC 3132 Phone: +61 3 8872 8452 registrar@sac.edu.au	**St Barnabas College** 18 King William Rd, North Adelaide SA 5006 Phone: +61 8 8305 9380 registrar@sbc.edu.au
St Francis College 233 Milton Road, Milton, Brisbane, QLD 4064 Phone: +61 7 3514 7400 registrar@ministryeducation.org.au	**Trinity College Theological School** 100 Royal Parade, Parkville VIC 3052 Phone: +61 3 8341 0275 tcts@trinity.edu.au
Uniting College for Leadership and Theology 312 Sir Donald Bradman Dr, Brooklyn Park SA 5032 Phone: +61 8 8416 8420 info@unitingcollege.edu.au	**Wollaston Theological College** Level 1, 5 Wollaston Road, Mount Claremont, WA 6010 Phone: +61 8 9425 7270 registrar@wollaston.edu.au
Whitley College 50 The Avenue, Parkville VIC 3052 PO Box 134, Parkville VIC 3052 Phone: +61 3 9340 8100 whitley@whitley.edu.au	**Yarra Theological Union** 98 Albion Road (PO Box 79), Box Hill VIC 3128 Phone: +61 3 9890 3771 admin@ytu.edu.au
School of Graduate Research (SGR) 90 Albion Road, Box Hill, Victoria, 3128 Phone: +61 3 9853 3177 enquiries@divinity.edu.au	

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141

Frequently asked questions

What happens after lodging my application?

After you submit your application your home college/school will acknowledge receipt of your application as soon as practicable.

- Once your application is received it is checked to ensure that all relevant documents are provided
- It is your responsibility to contact your college/school if you do not receive acknowledgment of receipt of the application for admission, and/or confirmation of enrolment

Domestic students (coursework or research)

If you are accepted into the course, when payment details have been confirmed, you will:

- receive a welcome letter from your home college/school
- receive an admission letter from the University of Divinity,
- for Higher Degrees by Research, acceptance of an offer is required prior to admission receive unit materials (where pertinent)
- be given instructions about obtaining your student ID card If you are not accepted, you will receive an explanatory letter.

Overseas students

- After the agreement has been reached with the college/school on your eligibility and course, including the units you plan to study, the Course Advisor will fill in the proposed course of study (which may need to wait until you have arrived in Australia). The college/school will submit the application to the University of Divinity on your behalf.
- If you are accepted into the course, the UD will send you a Letter of Offer and Acceptance Agreement (contract). For Student Visa 500 students when you have returned your contract the UD will forward to you your Confirmation of Enrolment (CoE) so that you can apply for your visa. If you are not accepted, you will receive an explanatory letter.
- Your admission is complete when you have sent a copy of your visa or visa entitlement notice to your home college/school and is received by the OVC University of Divinity.

How do I change my enrolment?

- Use the relevant amendment form, available from Enrolment and Student Forms
  - If, after approval of your application, you wish to add further units to your current enrolment and/or withdraw from enrolled units, use the Unit of Study Amendment Form.
  - Course transfers should be notified via the Coursework Course and Unit Transfer Form.
  - To advise a change to name or contact information, notify via submission of a Personal Details Amendment Form.
  - Use the Enrolment Variation Form to advise other changes such as leave of absence, withdrawal from the course, change of college/school, support variation, financial variation (e.g. FEE-HELP to upfront or vice versa), and special leave/circumstances.
  - If you wish to withdraw from your course, you also need to withdraw from any units in which you are enrolled.
- Please check the academic calendar for the last dates to add new units and withdraw from units.

Where can I get help?

- If you have questions about your application contact your home college/school.
- If you have questions about your unit materials or requirements please contact your unit lecturer.
- If you have questions about your HELP balance please check with Study Assist or https://myhelpbalance.gov.au/

The University of Divinity is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students | CRICOS no: 01037A
TEQSA Provider PRV12135 ABN 95 290 912 141