

# UNDERGRADUATE ADMISSION APPLICATION FORM (DOMESTIC)



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Use this form if you are a citizen or permanent resident of Australia, a citizen of New Zealand, or a holder of an Australian humanitarian visa. If you need a student visa to study at ACPE, you must use the ACPE International Student Application Form.

## HOW TO APPLY

- ▶ **Complete the online application form on <http://www.acpe.edu.au/admissions> or 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 4 of this form.
- ▶ **Attach to this form** a certified copy of your HSC (or equivalent), ATAR/UAI (or equivalent), TAFE, and/or other post-secondary academic results, and any other relevant documentation if requested to do so in this form. **Book a Dance Audition** if you are applying for the Bachelor of Dance Education or Bachelor of Dance Practice, by calling **1300 302 867** or emailing [newstudents@acpe.edu.au](mailto:newstudents@acpe.edu.au)
- ▶ **You may also book and attend a Campus Tour** at [www.acpe.edu.au](http://www.acpe.edu.au) or call **1300 302 867**.

## ADMISSION APPLICATION

### 1. Course you are applying for

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

- |   |  |
|---|--|
| <input type="checkbox"/> Bachelor of Dance Practice   | <input type="checkbox"/> Bachelor of Applied Fitness*                                  |
| <input type="checkbox"/> Bachelor of Dance Education  | <input type="checkbox"/> Bachelor of Education (Physical & Health Education)           |
| <input type="checkbox"/> Bachelor of Health Science (Dance)   | <input type="checkbox"/> Bachelor of Health Science (Exercise)                         |
| <input type="checkbox"/> Bachelor of Health Science (Fitness)   |  |
| <input type="checkbox"/> Bachelor of Health & Movement  | <input type="checkbox"/> Sport stream <input type="checkbox"/> Community Health stream |
| <input type="checkbox"/> Bachelor of Sports Business (Leadership)*  |  |
| <input type="checkbox"/> Bachelor of Sports Coaching (Strength and Conditioning)  |  |
| <input type="checkbox"/> Cross-Institutional Study (ACPE is Host Institution). Attach an ACPE unit enrolment form <u>and</u> 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. |  |

\*Associate Degree exit option available after successful completion of all the first two years' units of study

### 2. Year you wish to begin study

(YYYY) 20 \_\_\_\_\_

### 3. Semester you wish to begin study

Autumn (Classes commence March)  Winter (Classes commence July)

### 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 \_\_\_\_\_  
Date of Birth (DD/MM/YYYY) \_\_\_\_\_ Sex  Male  Female

### 7. Applicant Contact Details

#### Residential Address

Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Country \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Mobile \_\_\_\_\_  
Email Address \_\_\_\_\_

#### Postal Address (if different from above)

Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

### 8. Alternate/Emergency Contact Person (eg Parent/Guardian/Next of Kin)

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) \_\_\_\_\_  
**(You MUST attach documentation that verifies your current Citizenship status)**

11. Citizenship/Residency Status E358

Are you an Australian citizen?

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

(Please note – normally only Australian Citizens are eligible for Commonwealth Fee-Help Assistance)

Country of Citizenship \_\_\_\_\_

Australian Residency Status (indicate with  one of the following)

- 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 your study.
- Humanitarian Visa** (Attach a copy of your permanent humanitarian visa).
- None of the above** (You require a student visa for study in Australia and must use the application form for International Students instead of this form).

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 next question
- Yes ▶ Please:

1. Provide details opposite
2. Attach a copy of your HSC results and ATAR/UAI/TER score (if available) to this application form.  
If not available, please forward 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 16 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 email my statement and/or results to newstudents@acpe.edu.au by (date) \_\_\_\_\_.

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

- No ▶ Go to next question
- 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? (Note: Credit may only be sought for post-secondary studies at Diploma level or above 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

## Terms and Conditions for Course Application and Enrolment

I (which expression includes the parent/guardian who has signed this contract on behalf of the applicant) hereby apply to enrol in the course commencing at the campus indicated on the Application for Admission form ('the Application'). I agree that on acceptance of the Application by the Australian College of Physical Education ('the College'), and my subsequent receipt and return of the Acceptance of Offer ('the Offer'), the Offer will become the Contract of Enrolment ('the Contract') and further I agree to abide by the following terms and conditions:

1. I must abide by all policies, rules and regulations of the College that are in force at any time and conduct myself in a manner consistent with the College's Student Code of Conduct. I agree to abide by the policies of the College as amended by the College from time to time. (Information on the College's policies, rules and regulations is located on the website <http://www.acpe.edu.au/college-policies.html>.)
2. I understand that if I breach any of the College's policies, my enrolment may be cancelled and I may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract.
3. It is a condition of my enrolment that I achieve satisfactory academic progress throughout my course at a rate that will enable me to complete the course within the approved maximum completion time and consistent with the College's rules of progress.
4. I agree to pay fees according to the rules, policies, procedures and schedules relating to fees as prescribed by the College. I also understand that failure to pay my tuition fees may result in my enrolment being cancelled. I agree to abide by the refund policy as outlined in this document.
5. I understand that if, after enrolling into my nominated course, I discontinue my studies after the applicable census date, I may remain liable to pay the full semester tuition fees and any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitors' costs.
6. I understand that tuition fees are reviewed by the College regularly and may be changed from time to time.
7. I authorise the College to obtain medical treatment for myself should such action be deemed necessary by the College or by a staff member acting on behalf of the College. I agree to indemnify and hold harmless the College and its staff for any expense, loss, damage or liability of whatsoever nature or howsoever occasioned as a result of authorising and arranging such emergency medical treatment.
8. I declare that to the best of my knowledge, all documentation and information I have submitted or made available to the College in relation to my course application is true, accurate and complete. I further acknowledge that similar conditions will apply to information submitted by me in the future to support my course application.
9. I am aware that there are severe penalties for providing false or misleading information.
10. I acknowledge and agree that the College may collect, use and disclose personal information or information related to my application or enrolment:
  - in accordance with the College's Student Privacy Policy (available at [www.acpe.edu.au](http://www.acpe.edu.au)) ;
  - to comply with the reporting requirements of Commonwealth and State Government departments and agencies and their appointed third party providers for the purposes of planning, administration, policy development, surveys, and for other lawful purposes;
  - for the assessment of my entitlement of government assistance or benefits;
  - in circumstances where it is reasonably believed to be necessary to prevent or lessen a serious threat to life, health, safety or welfare of any person.
11. I authorise the College to obtain from other educational institutions and relevant authorities, details of my enrolment, academic record and examination results for purposes related to my course application or enrolment at the College, and to supply any relevant official records to other educational institutions associated with my studies at the College.
12. I understand that if I enrol as an inbound cross-institutional student at ACPE, I am responsible for providing a copy of my ACPE results to my home institution.
13. I understand that I must advise the College of any change of my address and/or contact details while I am enrolled in any course.
14. I must meet the applicable attendance requirements, undertake the assessments, practical experience placements, and other requirements stated in the course unit outlines during a course of study. I may be required, and permission is hereby granted, to attend College organised excursions and activities as part of the course.
15. All unit resources, lessons and any related material supplied by the College are copyright and remain the property of the College. I understand that any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).

*Continued next page*

16. I understand that tuition fees do not include the cost of textbooks. I am responsible for my own books, equipment and personal items and I hereby release, indemnify and hold harmless the College against all liability and claims for any loss or damage to such items, howsoever caused except where liability is expressly imposed by law.
17. If my course requires me to participate in practical experience placements that require me to have direct contact with children under 18, I must provide a satisfactorily completed Prohibited Employment Declaration for each period of the practical experience placement (in accordance with Child Protection (Prohibited Employment) Act 1998). I may also be required to provide a police records check for my industry experience placement.
18. I accept that the College reserves the right to change the particulars of the services, including changes to prices, units, courses, placements, facilities and dates of programs where circumstances beyond the College's control necessitate such changes or where the level of enrolments does not reach the minimum numbers required to operate a course or course unit viably.
19. I understand that the College has grievance resolution processes in place and that I can access the Academic Appeals Policy and Procedures and the Grievance Policy for Non-Academic Matters on the website [www.acpe.edu.au](http://www.acpe.edu.au)
20. I am responsible for satisfying any requirement pertaining to my professional registration and/or employment accreditation that are beyond the accredited provisions of the course offered by the College. Such requirements may include government examinations, interviews, and other forms of assessment external to my course at the College.

## Refund of Fees

1. I understand that I must apply in writing should I wish to cancel my enrolment in a course or withdraw from a unit of study and that I can obtain a full refund of tuition fees related to that unit of study if the College receives my written notification of the unit withdrawal on or before the relevant census date published on the website [www.acpe.edu.au](http://www.acpe.edu.au)
2. I understand that the census date for a unit of study does not occur less than 20% of the way through the period during which the unit of study is being undertaken.
3. I understand that if I advise in writing of my wish to cancel my enrolment in a course or withdraw from a unit of study after the census date, I will not be entitled to any refund of tuition fees related to that unit of study nor will I be entitled for a remission of any FEE-HELP loan associated with that unit of study, unless special circumstances apply.
4. I understand that if special circumstances are the cause of the withdrawal or non-completion, I must submit the form to apply for the Refund of Tuition Fee or Re-credit of FEE-HELP balance within 12 months from my withdrawal date and that I must attach third party supporting documentation with the form.
5. I understand that if I do not meet attendance requirements and/or do not submit assessment tasks for my enrolled unit of study and do not provide written notification of my withdrawal from that unit on or before the census date, I will not be entitled to any refund of tuition fees nor remission of any FEE-HELP loan related to that unit of study.
6. I understand that the College 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, and that the College's membership in the Tuition Assurance Scheme (TAS) protects students in the event of the College ceasing to provide a course of study in which a student is enrolled.
7. This agreement, and the availability of complaints and appeals processes, does not remove the right of a student to take action under Australia's consumer protection laws.

► **Signed by Applicant:** \_\_\_\_\_ **Date** (DD/MM/YYYY) \_\_\_\_\_

or

► **Signed by Applicant's Parent or Legal Guardian\*\*:** \_\_\_\_\_ **Date** (DD/MM/YYYY) \_\_\_\_\_

*\*\*if applicant is under the age of 18*

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### 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 Act 1988. 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 Privacy 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.