



# University of Ballarat

PO Box 663 Ballarat Victoria 3353

Course Infoline 1800 811 711

[www.ballarat.edu.au](http://www.ballarat.edu.au) [info@ballarat.edu.au](mailto:info@ballarat.edu.au)

CRICOS Provider Number 00103D

## 2009 Direct Application Information Sheet - Higher Education

### COURSE INFORMATION

Information on the University of Ballarat's courses and services is available from [www.ballarat.edu.au/prospective](http://www.ballarat.edu.au/prospective) or by contacting Student Recruitment via email at [info@ballarat.edu.au](mailto:info@ballarat.edu.au) or on 1800 811 711.

Prior to completing this form, you must check the application method, UB course code, campus, attendance type (full or part-time), closing dates, entry requirements and extra requirements for your preferred course.

Please note that it is your responsibility to confirm the entry requirements and any extra requirements for the courses you are applying for. Further information regarding entry and extra requirements can be found at [www.ballarat.edu.au/coursefinder](http://www.ballarat.edu.au/coursefinder).

### WHO CAN USE THIS FORM?

Application methods may vary depending on the course you are applying for and your citizenship status. Please read the information below carefully to ensure you are using the appropriate application form.

This form may only be used by applicants who are Australian or New Zealand citizens or permanent residents of Australia including holders of a Permanent Humanitarian Visa.

You may apply using this form if you are:

- > A current University of Ballarat student wishing to undertake another course within the University
- > Applying for Postgraduate courses offered by coursework, excluding Graduate Diploma of Education (Secondary)
- > Applying for mid year entry (see [www.ballarat.edu.au/midyear](http://www.ballarat.edu.au/midyear) for availability)
- > Applying for courses not offered through VTAC

If you do not fit into any of the above categories, please refer to the 'Other Application Methods' section below.

### OTHER APPLICATION METHODS

#### VTAC

The Victorian Tertiary Admissions Centre (VTAC) processes applications on behalf of the University of Ballarat for applicants who are Australian or New Zealand citizens or permanent residents of Australia including holders of a Permanent Humanitarian Visas and for International students studying in the year of application a standard year 12 qualification or International Baccalaureate (IB) in Australia and are applying for:

- > Undergraduate Degree courses listed in the VTAC Guide 2009
- > Graduate Diploma of Education (Secondary)

#### VTAC

40 Park Street, SOUTH MELBOURNE VIC 3205

Telephone: 1300 364 133

[www.vtac.edu.au](http://www.vtac.edu.au)

#### INTERNATIONAL PROGRAMS

If you are not currently a permanent resident of Australia or New Zealand (and are not currently studying year 12) please contact International Student Programs, University of Ballarat, Mt Helen Campus, +61 3 5327 9018 or [www.ballarat.edu.au/international](http://www.ballarat.edu.au/international).

#### RESEARCH

Higher Degree by Research applicants should contact the Research and Graduate Studies Office on (03) 5327 9508 or [www.ballarat.edu.au/research](http://www.ballarat.edu.au/research)

#### TAFE

For all TAFE applications please refer to [www.ballarat.edu.au/apply](http://www.ballarat.edu.au/apply) or contact Student Recruitment on 1800 811 711.

## **CLOSING DATES FOR 2009 - Midyear applications have been extended to Wednesday 22nd July 2009**

### **Semester 1 applications close Friday 14 November 2008**

(Note: Closing date for Graduate Certificate in Occupational Hazard Management & Graduate Diploma in Occupational Hazard Management is Monday 6 October 2008).

### **Midyear applications close Wednesday 1 July 2009**

For closing dates of other terms please contact the relevant course Selection Officer via 1800 811 711.

Applications after these closing dates may be considered depending on course vacancies. Applicants are encouraged to complete and return applications as early as possible.

Please note some extra requirements and supplementary forms may be required prior to these dates.

## **SUPPORTING DOCUMENTATION**

All applicants are advised to attach a Curriculum Vitae/Resume and one A4 sheet detailing additional information to their application. An interview may be required to discuss your application, or clarify any details listed on your application. If an interview is required, the Selection Officer will contact applicants either by telephone or in writing.

Please note that it is your responsibility to confirm the entry requirements and any extra requirements for any courses you are applying for. Applicants who do not fulfil these requirements will not be considered for selection. Further information regarding extra requirements can be found at [www.ballarat.edu.au/coursefinder](http://www.ballarat.edu.au/coursefinder).

You MUST provide CERTIFIED COPIES of any previous qualifications and/or any other supporting documentation in relation to your application. The University of Ballarat will not return the documents you submit with your application. It is therefore important you do not submit original documents with your application. Copies of originals may be certified by:

- > A registered accountant
- > Bank manager
- > Barrister, solicitor or patent attorney
- > Police officer in charge of a police station, or the rank of Sergeant or above
- > Postal manager
- > Principal of an Australian secondary college, high school or primary school
- > Commissioner for declarations

## **CONSIDERATION ON EQUITY GROUNDS**

If you feel that your eligibility for entry was lowered by circumstances during your education (such as you having a disability; being from a non-English speaking background; being rural or isolated; being affected by financial hardship; or having a major setback during your studies) you can ask for this to be taken into account when your application is considered. Please attach an additional personal statement to your application. For more information contact the Manager, Equity and Equal Opportunity on (03) 5327 9357; the Disability Liaison Officer on (03) 5327 9757 or the Admissions Co-ordinator on (03) 5327 9552.

## **SCHOLARSHIPS AT UB**

For information on scholarships and awards offered by the University of Ballarat, please refer to [www.ballarat.edu.au/scholarships](http://www.ballarat.edu.au/scholarships)

## **LODGING YOUR APPLICATION**

Prior to submitting the form check you have completed the following:

- Read this information sheet
- Completed all sections of the application form
- Attached certified copies of required documentation
- Completed any extra requirements
- Signed the application form

The application form must be signed and submitted to:

### **Admissions**

**Student Administration – Mt Helen Campus**

**University of Ballarat**

**P O Box 663 BALLARAT VIC 3353**

No responsibility will be accepted for applications submitted to other offices. Please note that missing information can delay or prevent the processing of your application.





## SUPPORTING INFORMATION

### ACADEMIC HISTORY

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### SECONDARY EDUCATION

What is the highest level of secondary studies you have completed or attempted? (please tick)

VCE  HSC  IB  TOP  VCAL  Other (please specify) \_\_\_\_\_

Were these studies undertaken in Australia? (please tick)  Yes  No, please name country \_\_\_\_\_

Please enter details of the highest level of your secondary studies in the table below

Year attempted/ completed eg: 2004	Name of School	State	Completed Yes/No

### POST-SECONDARY EDUCATION

List all academic qualifications previously attempted or completed

Year Started	Year Completed	Name of Institution	Name of Qualification	State/ Country	Successful Completion Yes/No

### EMPLOYMENT HISTORY

If you wish for your work history to be considered, please complete this section. You may also attach further information such as a Curriculum Vitae/Resume or letters of support.

From (year)	To (year)	Employer/Company	Position	Duties/Responsibilities

### PERSONAL STATEMENT

Please state why you are interested in studying your preferred course.


### CONSIDERATION ON EQUITY GROUNDS

Do you wish to apply for consideration on equity grounds?

YES (please attach an additional personal statement)  NO

## PRIVACY

The information being sought in this form is collected for the purposes of processing your application and for the supply to you of educational services. The information will be held by the University of Ballarat and may be accessed and used by people employed or engaged by the University. The information may be used or disclosed to others where required or authorised by law. The provision of the information is voluntary, but if this information is not provided, the University may be unable to process your application or provide services to you. You have a right of access to, and correction of, your personal information, subject to any exceptions in relevant legislation. Please direct any enquiries you may have in relation to privacy to the University's Privacy Officer at [privacyofficer@ballarat.edu.au](mailto:privacyofficer@ballarat.edu.au) or telephone (03) 5327 9506.

## APPLICANT DECLARATION

I understand that:

- > The University of Ballarat is collecting the information on this form for the purposes of processing my application and for the supply of educational services, including for the purposes of 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;
  - > The University of Ballarat will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes;
  - > DEEWR will store the information securely in the Higher Education Information Management System;
  - > DEEWR may disclose the information to the Australian Taxation Office (ATO); and
  - > Personal information about me may be disclosed by the University of Ballarat and DEEWR to others where required or authorised by law.
- 
- > I declare that I have read the instructions and that all information submitted is correct and complete.
  - > I acknowledge that the provision of incorrect information may result in the withdrawal by the University of Ballarat of any place which may be offered.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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