

## Enrol by telephone

**1300 787 049 or 03 8628 2941**

Monday to Friday, 9:00am - 5:00pm All times Australian Eastern Daylight Time (AEDT) or All times Australian Eastern Standard Time (AEST)

## Close of Enrolment dates

For all close of enrolment dates visit our Key dates page to find out more.

We recommend enrolment forms are submitted at least 4 weeks prior to the Close of enrolment to allow for sufficient processing.

## Instructions - How to complete this form

1. Please complete all sections in BLOCK letters
2. Please use black or blue pen
3. **New Students** (No account with OUA); Please answer all questions in all sections
4. **Existing Students**; Please note some questions may not apply. Follow the prompts throughout the form.

## Section 1: Personal Information

**Q1.1** I am a: ☐ New Student ☐ Existing Student

**Q1.2** Please provide OUA ID No.:

**Q1.3** Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr

**Q1.4** Please provide your name  
(as used on official documentation).

First name:

Middle name:

Family name:

Have you previously enrolled under a different family name? If yes, please provide the full name here:

**Q1.5** Date of birth:

**Q1.6** Gender: ☐ Male ☐ Female ☐ Other

**Q1.7** Mailing Address:  
Correctional facility:

Suburb/Town:

Postcode: State:

Country:

**Q1.8** Phone Number:  
Country code - area code - phone number eg.  
61-03-9799 0533

Business hours:

After hours:

Mobile:

**Q1.9** Email:

*We will send you an email confirming your OUA enrolment details.*

## Section 2: Regulatory data collection

It is a government regulatory requirement for Open Universities Australia to provide the following information for reporting purposes.

**Q1** Do you have a disability, impairment or long-term medical condition which might affect your studies?

Yes. Please select area of impairment: (listed below)

No

Hearing	Vision	Mental Illness
Learning	Medical	Intellectual
Mobility	Acquired Brain Impairment	
Other		

Would you like assistance with facilities, equipment and disability support services? *(Coordinated by the provider university)*

Yes No

**Existing students:** Unless an answer for questions Q2 - Q15 needs to be changed, please skip to Section 3.

**Q2** Where did you undertake the final year of Secondary Education? *(e.g. Year 12, Matriculation)*  
Secondary College, High School or Technical School

Final year completed in State

At any other institution (e.g. TAFE)

Final year completed in State

I did not commence or complete final year of Secondary Education

**Q3** Have you commenced and/or completed a postgraduate course (such as a master's degree or graduate diploma)?\*

Yes No

If yes final year commenced/completed in

**Q4** Have you commenced and/or completed a bachelor level course (such as a bachelor's degree)?\*

Yes No

If yes final year commenced/completed in

**Q5** Have you commenced and/or completed a sub-degree level course (such as an associate degree)?\*

Yes No

If yes final year commenced/completed in

**Q6** Have you commenced and/or completed a VET (ie. at TAFE or private education provider)?\*

Yes No

If yes final year commenced/completed in

**Q7** Have you completed any other qualification (e.g. Certificate of Attainment, Certificate of Competence)?\*

Yes No

If yes final year commenced/completed in

**Q8** Have you studied a course as a Commonwealth supported place (CSP) student prior to 2010? \*

Yes No

What was your most recent year of study?

**Q9** What is the highest level of education completed by you:

**Parent/Guardian 1:**

Postgraduate

Bachelor

Other post school qualification

Final year of secondary education

Did not complete secondary education

Unsure

Not applicable

**Parent/Guardian 2:**

Postgraduate

Bachelor

Other post school qualification

Final year of secondary education

Did not complete secondary education

Unsure

Not applicable

**Q10** Are you of Aboriginal and Torres Strait Islander descent?

No

Yes. Please select only one option:

Both Aboriginal and Torres Strait Islander origin

Aboriginal origin only

Torres Strait Islander origin only

**Q11** Citizenship / Residency *(Please select only one option)*

Australian citizen

New Zealand citizen

Australian permanent resident

Australian temporary resident

Outside Australia / None of the above

**Q12** Where will you reside while studying?

Australia. Provide Australian postcode:

Other country. Please specify:

**Q13** In which country were you born?

Australia

Other country. Please specify:

What year did you arrive in Australia?

**Q14** What language do you speak at home?

English

Other. Please specify:

If English is not your primary spoken language, how well do you speak English?

Not at all

Not well

Well

Very well

**Q15** What is your main reason for undertaking this course?

To gain employment

To progress my business

Career change

Career progression

Job requirement

Skill development

Pre-requisite to another course

For personal interest

Other. Please specify:

## Section 3 - Enrolment and payment information

Study Term	Unit Code	Unit Title	Column 01 Unit Cost	Column 02 FEE-HELP1 assistance	Column 03 Unit cost (International students only)
			<b>Total</b>		
			<b>Upfront payment total</b>		

### 1 FEE-HELP

You must complete your FEE-HELP application before the Close of Enrolment date for your study term, or your enrolment will be cancelled.

### Upfront payment

You can pay any fees and charges upfront via:

- Credit Card (Visa and MasterCard)
- Cheque
- Money Order

Secure online credit card payments can be made on the Make a Payment page in My Study Centre or by calling a Student Advisor. Payments by cheque or money order can be made payable to 'Open Universities Australia' and sent to:

**Open Universities Australia**  
GPO Box 5387  
Melbourne 3001  
Australia

No matter which payment method you choose, remember to make sure OUA receives your payment by the Close of Enrolment date relevant to your study term so you don't miss out.

## FEE-HELP information

### About FEE-HELP

Students eligible for FEE-HELP can borrow up to a lifetime limit (indexed each year).

For further information about the current FEE-HELP lifetime limit, students should refer to the latest information in the FEE-HELP information booklet for the academic year they are enrolling into or visit:

<http://studyassist.gov.au/sites/StudyAssist>.

### FEE-HELP eligibility

FEE-HELP is available to:

- Australian citizens;
- New Zealand citizens;
- Permanent humanitarian visa holders residing in Australia for the duration of their studies;
- Permanent residency visa holders enrolled in units as bridging study for overseas trained professionals (BOTPLS) and residing in Australia for the duration of their studies

You must maintain a 50% pass rate to remain eligible for FEEHELP once you have completed eight or more units.

### Applying for FEE-HELP

You must complete your paper FEE-HELP application form before the Close of Enrolment date for the study term, or your enrolment will be cancelled.

You can request a paper FEE-HELP form by contacting the Specialist Liaison Team on 1300 787 049 (or +61 3 8628 2941 from outside of Australia) or by email at: [ouaao@open.edu.au](mailto:ouaao@open.edu.au)

### Commonwealth Assistance Notice (CAN)

If you have used FEE-HELP to cover all or part of your unit fees, then a Commonwealth Assistance Notice (CAN) will be issued within 28 days after the Census date. All students who are Commonwealth supported and/or who request HELP can access their CAN through My Study Centre.

A CAN is a statement containing information about your enrolment and use of Commonwealth funding assistance (FEEHELP). Higher education providers must issue a CAN to each of their Commonwealth assisted students after the Census date.

## Section 4 - Open Universities Australia Student Declaration

Read the OUA Student Declaration and sign and date the form where indicated to acknowledge that you understand and agree with all statements.

### Student Declaration

- I affirm that the information contained within this form is correct and I have read all information regarding the units in which I am enrolling.
- I understand that there are eligibility requirements that must be met in order to be applicable for Commonwealth assistance.
- I acknowledge I have a responsibility to behave honestly, ethically and professionally in all of my dealings with Open Universities Australia and the provider institution(s) through which I am studying.
- I agree to act in accordance with the regulations, statutes and disciplinary procedures of each provider institution and the policies of Open Universities Australia.
- I acknowledge I may be prevented from enrolling with any other provider institution if I do not abide by the regulations, statutes and disciplinary procedures of each provider institution and the policies of Open Universities Australia.

### Academic Integrity

- I agree to maintain the highest ethical standards of academic integrity in my work and to comply with the conventions of academic scholarship.
- I acknowledge I have a responsibility to appropriately acknowledge the contribution of others in all academic work and to recognise that plagiarism, cheating, collusion, fraud, fabrication or falsifications of data are not acceptable.
- I agree to be aware of and abide by the provider institutions' assessment policies including academic honesty and the consequences for acts of dishonesty that include cheating, plagiarism, collusion, fraud, fabrication or falsification of data.
- I understand I am expected to be aware of my individual rights and responsibilities regarding the proper use of copyright material.

## Fees/Charges

- I have read and understood the Fees & Charges section on the OUA web site.
- I agree to pay any fees and charges from Open Universities Australia and/or the provider institution(s) arising from my enrolment and academic activity as detailed on a Summary of payment due document.
- I understand that there are fees and penalties for unit swap(s) and that I am liable for these should I incur them.
- I understand that if my payment is not cleared by the close of enrolment date, I may be withdrawn from the units in that enrolment.
- I understand that failure to meet my financial obligations to Open Universities Australia and/or any provider institution may result in my being precluded from enrolling with any other provider institution and/or additional fees and/or restriction of services (i.e. I may not be permitted to add any units to a new or existing course enrolment, receive an award (graduate) or receive academic results until the debt is cleared).
- I understand Open Universities Australia may provide my details to an external agent for the purpose of collecting any debts.

## E-learning

- I agree when I am engaging in online studies I will comply with all applicable laws (for example privacy laws, copyright, trademark, cyber-bullying), Open Universities Australia standards and the rules, policies and procedures of the provider institution(s).
- I agree not to use Open Universities Australia and/or any of the provider institutions' trademarks and logos without written authorisation to do so.
- I agree not to use email inappropriately. Examples include chain mail that misuses or disrupts resources, harassing or hate mail (this includes language which is lewd, insulting, threatening bodily harm/death, general serious threat, planting statements to provoke third party stalking harassment), virus hoaxes, spamming or e-mail bombing attacks, junk mail or false identification.
- I understand Open Universities Australia can remove my access to online study sites if I place material online that is defamatory, aggressive, discriminatory, threatening, racist, sexually explicit or otherwise of an offensive nature
- I agree not to use Open Universities Australia's e-learning resources for personal commercial purposes, financial gain or other gain.

- I acknowledge official university pages represent the provider institution(s) and are intended for the official business functions of the provider institution(s).
- I agree not to attempt to implement my own network infrastructure.
- I understand that if I rely on wireless transmission using radio frequency, it is expected I use some type of encryption.

## OASIS – Online Access to Student Information Services

- OASIS is Curtin's student portal. Through OASIS, students are provided with access to their student record (eStudent), the Official Communications Channel (OCC), and a range of other online services including a student email account and learning support systems.
- It is a condition of enrolment at Curtin that students activate their OASIS account and access OASIS at least once a week to receive official communications from the University via the OCC.
- Students may be granted exemption from the requirement
- Students may be granted exemption from the requirement to access OASIS in exceptional circumstances only. Please check <http://www.oasis.curtin.edu.au> for more information.

## Human Rights

- I agree I have a responsibility to treat all members of the staff and student community from Open Universities Australia and the provider institution(s) (which includes academic, teaching, administration and professional staff and other students), with respect and courtesy regardless of gender, age, ethnicity, social background, disability, sexual preference or religious beliefs and customs.
- I agree I have a responsibility to value the diversity of students and staff from Open Universities Australia and the provider institution(s) and to respect the rights of others to hold and express a range of viewpoints, and to express views with due consideration for the feelings of others and understanding of relevant ethical and cultural implications.
- I understand if I engage in threatening, harassing, discriminatory or bullying behaviour towards other students and staff from Open Universities Australia and the provider institution(s) (including online communications) I may be liable for criminal prosecution and/or civil action.

## Privacy

- I agree if I breach any of my obligations to Open Universities Australia and/or any provider institution, Open Universities Australia may, at its own discretion, provide details of my breach and any sanctions applied to all provider institutions.
- I agree that Open Universities Australia may collect personal information (including sensitive information) about me for the purposes of enrolling me in my selected unit(s) and managing my participation in my unit(s) and course(s).
- I understand that Open Universities Australia collects this information for the purposes of processing my application, providing data to the Australian Government departments as required by the Higher Education Support Act (HESA) and, with my agreement, advising me about new courses and reminders of enrolment closing dates.
- I also agree that Open Universities Australia may use this information and disclose it to educational institutions which provide access to units and other resources through Open Universities Australia, the Australian Government departments, and to Open Universities Australia's service providers, including financial institutions and, print and mail houses.
- I agree that Open Universities Australia may communicate with me, either electronically or by mail, for the purpose of providing the services for which I am enrolling.
- I also understand that if requested, Open Universities Australia may disclose personal information collected about me to Centrelink and the Australian Tax Office to verify study loads and remission of debt.
- I acknowledge that if I do not provide this information, Open Universities Australia may not be able to enrol me in my selected unit(s). I also acknowledge that I have the right to access personal information which Open Universities Australia holds about me, subject to exceptions in relevant privacy legislation. A charge may apply for providing access.
- I understand that I can obtain further information from the Open Universities Australia Privacy Policy.

## Declaration

Name:

Signature:

Date:

## Submitting your Application

To lodge your application or for further information, contact Open Universities Australia at:

**Phone**      **1300 787 049 or 03 8628 2941**  
Monday to Friday: 9am - 5pm (AEST)

**Mail**      Open Universities Australia  
Attn: Specialist Liaison Team  
GPO Box 5387  
Melbourne, VIC 3001  
Australia

**Email**      [ouaao@open.edu.au](mailto:ouaao@open.edu.au)