Commonwealth Supported Undergraduate Course Applications
Griffith University

Important Information

Before you complete this application, please ensure that you have read and understood the information below.

1. **Meet the citizenship requirements to receive Commonwealth support**

   To receive Commonwealth support, you must meet one of the following citizenship status requirements:
   - An Australian citizen OR;
   - A New Zealand citizen who will be residing in Australia for the duration of your study OR;
   - The holder of an Australian permanent visa who will be residing in Australia for the duration of your study.

   To obtain further information on eligibility requirements for Commonwealth supported students go to [http://studyassist.gov.au](http://studyassist.gov.au) to download the official information booklet.

2. **Meet the course admission eligibility criteria**

   Ensure that you read, understand and are able to meet the eligibility criteria required of your selected course. Please refer to the relevant course pages on the OUA website for up to date eligibility requirements.

3. **Prepare your supporting documents**

   Depending on the eligibility requirements, you may be required to provide scanned and *certified copies of the following supporting documents:

   - **Citizenship status:**
     
     If you are an existing OUA student and are in the process of changing or have recently changed your citizenship status to any of the above mentioned, you will need to prepare the following:
     - Australian citizen: a copy of your citizenship certificate
     - New Zealand citizen: a copy of your passport
     - Australian Permanent Resident: a copy of your visa or letter of approval

   - **English language test results** - if your courses were not predominantly in English e.g. IELTS or equivalent test results

   - **If you have undertaken studies/qualifications at institutions other than OUA** you must provide *certified copies of these qualifications by fax or scanned image, with your application.

   All copies of important documents need to be *certified as true copies of the originals by a person authorised as a witness for statutory declarations.

   - For documents in languages other than English, you may need to photocopy the original in the presence of the certifier
   - If the original is a multiple page document, each page must be *certified
   - All pages of your academic transcript must include front and back pages

   Only *certified copies will be accepted otherwise delays will be incurred in processing your application.

   *It is usual for documents to be certified by a person who is authorised as a witness for statutory declarations under 1993 No. 156 Statutory Declarations Regulations – Schedule 1. A witness for statutory declarations will include a Justice of the Peace, Solicitor, etc.
4. Request for assistance

If you need further assistance completing the form, please contact a Commonwealth Supported Place (CSP) Student Advisor on 13OPEN (13 6736) (within Australia) or +61 3 8628 2555 (outside Australia).

Applications for courses listed here will be reviewed and approved by Griffith University before enrolment through OUA can take place.

Once you have met the conditions and have prepared the necessary documents mentioned above, email your application form and supporting documentation to csp.apply@open.edu.au or fax to +61 3 8628 2900.

Important note: please do not mail your application via post to Griffith University or OUA

Section 1: Course Details (Please choose one course per application)

Griffith University

- Bachelor of Arts
- Bachelor of Communication
- Bachelor of Criminology and Criminal Justice
- Bachelor of Business

Section 2: About You

Title: (please circle) MR MRS MISS MS DR Date of Birth: / / Female / Male

Surname ________________________________ Given name ________________________________

Mailing Address

Street name and number

City / Town / Suburb State

Country Postcode

Permanent Home Address

- Check if same as mailing address

Street name and number

City / Town / Suburb State

Country Postcode

Contact Information

Phone (Preferred) Phone (Alternative)

Email address

Section 3: Academic Information / Study Experience

Please provide certified copies* of all academic documents. Only include supporting documentation if you have undertaken studies/qualifications at institutions other than OUA. This application will become the property of Open Universities Australia and Griffith University.

Applications will only be considered if results statements for all courses attempted or completed are included.

*Certified means witnessed by a Notary Public Commissioner for Declarations, Justice of the Peace or the Academic Registrar of the Institute that issued the transcript.
These courses are for eligible Commonwealth supported place students. In order to be eligible, students must meet the following requirements:

At least 4 OUA undergraduate units or equivalent, with a minimum Grade Point Average (GPA) of 4.0.

Section 4: Regulatory Data Collection

Citizenship / Personal

1) Citizenship Status:
   - Australian Citizen
   - New Zealand Citizen
   - Australian Permanent Resident

2) Country of Birth: _______________

3) If you were born outside Australia, what year did you arrive in Australia? Year: _______________

4) What country will you reside in while studying with Open Universities Australia? If Australia, please list postcode.
   Country: _______________ Postcode (Australia): _______________

5) Are you of Australian Aboriginal or Torres Strait Islander Descent?
   - Neither Australian Aboriginal nor Torres Strait Islander
   - Australian Aboriginal & Torres Strait Islander
   - Australian Aboriginal
   - Torres Strait Islander

6) What language do you speak at home?

Educational Background

7) Have you commenced and/or completed a bachelor level course?
   - Never commenced (skip to Question 8)
   - Commenced, not completed (continue immediately below)
   - Completed (continue immediately below)

   State year of last enrolment: _______________

8) Have you commenced and/or completed a postgraduate level course?
   - Never commenced (skip to Question 9)
   - Commenced, not completed (continue immediately below)
   - Completed (continue immediately below)

   State year of last enrolment: _______________

9) Have you commenced and/or completed a VET level course?
   - Never commenced (skip to Question 10)
   - Commenced, not completed (continue immediately below)
   - Completed (continue immediately below)
State year of last enrolment: ____________

10) Have you commenced and/or completed a sub-degree level course?
   □ Never commenced (skip to Question 11)
   □ Commenced, not completed (continue immediately below)
   □ Completed (continue immediately below)

State year of last enrolment: ____________

11) Have you commenced and/or completed a sub-degree VET level course?
   □ Never commenced (skip to Question 12)
   □ Commenced, not completed (continue immediately below)
   □ Completed (continue immediately below)

State year of last enrolment: ____________

12) Have you completed any other qualification (e.g. Certificate of Attainment, Certificate of Competence)?
   □ Never commenced (skip to Question 13)
   □ Completed (continue immediately below)

State year of completion: ____________

13) Where did you undertake the final year of secondary education? (e.g. Year 12, Matriculation)
   □ Did not complete final year (skip to Question 14)
   □ Secondary College/High School (continue immediately below)
   □ Other institution e.g. TAFE (continue immediately below)

State year of completion: ____________

14) Did you complete your final year of secondary education outside Australia?
   □ Yes (skip to Question 16)
   □ No (continue immediately below)

If no, write down the Australian state or territory where you completed your final year of secondary education

State or Territory: ____________

15) If you have completed your secondary education in either 2010 or 2011, please provide the suburb and postcode of your current residence and also your Tertiary Education Rank (TER) or equivalent

Suburb: ____________ Postcode: ____________ TER (or equivalent): ____________

16) What is the highest level of education completed by your parent / guardian #1?
   □ Postgraduate
   □ Bachelor
   □ Other Post School Qualification
   □ Final Year of Secondary Education
   □ Did not complete Year 12 Secondary Education
   □ Completed Year 10 Secondary Education
Did not complete Year 10 Secondary Education
Unsure
Not applicable

17) Parent / Guardian # 1 is:
- Male
- Female

18) What is the highest level of education completed by your parent / guardian #2?
- Postgraduate
- Bachelor
- Other Post School Qualification
- Final Year of Secondary Education
- Did not complete Year 12 Secondary Education
- Completed Year 10 Secondary Education
- Did not complete Year 10 Secondary Education
- Unsure
- Not applicable

19) Parent / Guardian # 2 is:
- Male
- Female

20) Have you studied a course as a Commonwealth supported student prior to 2010?
- Yes (continue immediately below)
- No (skip to Special Needs)

21) If yes, did you complete the course?
- Yes (continue below)
- No (skip to Question 24)

22) Is the completed course a pre-requisite to the course you are applying to?
- Yes (continue below)
- No

23) Which year did you commence the incomplete or pre-requisite course?
- Before 2008
- 2008
- 2009

Special Needs

24) Do you have a disability, impairment or long-term medical condition which might affect your studies?
- Yes (continue below)
- No (skip to Privacy and Declaration section)
25) Tick area(s) of impairment:
- Hearing
- Vision
- Mobility
- Learning
- Medical
- Other

26) Would you like assistance with facilities, equipment and disability support services? (Co-ordinated by the provider)
- Yes
- No
**Privacy and Declaration**

**Privacy Statement**
Open Universities Australia and Griffith University are providing you with this notice because they have sought personal information about you. Both institutions abide by the Privacy Act 1988 (Cth) and will not reveal your information to anyone unless authorised by law. Supply of incomplete, misleading, or false information may result in the cancellation of your enrolment. Please note that failure to supply all required information, may result in Open Universities Australia and Griffith University not being able to properly administer your enrolment, and you may not receive information and correspondence important to your studies.

**Permission Statement**
I understand that:
- Griffith University and Open Universities Australia are collecting information in this form for the purpose of assessing my application to the course.
- Open Universities Australia and Griffith University will disclose this information as required by law (including to Australian Government departments and other authorities involved in the regulation of higher education in Australia and the administration of HELP loans);
- All information will be stored securely;
- This information may be disclosed to the Australian Taxation Office (ATO) if I choose to use FEE-HELP; and
- Open Universities Australia and Griffith University will not otherwise disclose the information without my consent unless required or authorised by law.

This application is not valid unless signed and dated.

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<tr>
<th>Applicant Signature:</th>
<th>Date:</th>
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**Submitting Your Application**

You can send your application form and supporting documentation to:

- **Email:**  [csp.apply@open.edu.au](mailto:csp.apply@open.edu.au)
- **Fax:** +61 3 8628 2900

**Office Use Only**

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<thead>
<tr>
<th>Course Code</th>
<th>Offer / Rejected</th>
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</thead>
<tbody>
<tr>
<td>Credit Application (Y / N)</td>
<td>Acknowledged (Date) / /</td>
</tr>
<tr>
<td>Keyed (Date)</td>
<td>Outcome (Date) / /</td>
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<td>Signature</td>
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