2009 ADF HIGHER EDUCATION ADVANCED STANDING SCHEME

DIRECT ADMISSION FORM

THIS FORM IS TO BE USED BY ADF TRAINED PERSONNEL TO APPLY FOR:

- POSTGRADUATE COURSEWORK PROGRAMS and
- UNDERGRADUATE COURSES WITH ARTICULATION AGREEMENTS.

SEE WWW.VU.EDU.AU/COURSES/ADF FOR A LIST OF APPLICABLE COURSES.

SEE WWW.DEFENCE.GOV.AU/DSG/ORGANISATION/ADFHEAS/ FOR DETAILS OF THE ADFHEAS SCHEME INCLUDING INFORMATION CONCERNING FINANCIAL ASSISTANCE.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS:

- SEMESTER ONE INTAKE: 16 JANUARY 2009
- SEMESTER TWO INTAKE: 3 JULY 2009

LODGEMENT DETAILS
APPLICATION FORMS CAN BE LODGED IN PERSON AT STUDENT SERVICE CENTRES ON ANY VICTORIA UNIVERSITY CAMPUS. FORMS CAN ALSO BE SUBMITTED BY MAIL OR FAX.

MAILING ADDRESS
ADMISSIONS OFFICE
ST ALBANS CAMPUS
VICTORIA UNIVERSITY
PO BOX 14428
MELBOURNE VIC 8001

CONTACT DETAILS
T: (03) 9919 6100
F: (03) 9919 2976
EMAIL: ADMISSIONS@VU.EDU.AU
W: WWW.VU.EDU.AU/FUTURESTUDENTS

PLEASE ENSURE THAT SEPARATE APPLICATIONS ARE MADE FOR EACH COURSE AND THAT THEY ARE SUBMITTED IN AN A4 SIZED ENVELOPE AND NOT IN A PLASTIC FOLDER.
<table>
<thead>
<tr>
<th>Received (REC)</th>
<th>Date</th>
<th>Offer Type: CSP</th>
<th>Full Fee</th>
<th>Adm'n Basis</th>
<th>Reason/Conditions</th>
</tr>
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<tbody>
<tr>
<td>Interview (INT)</td>
<td>Date</td>
<td>Offer to be made – no conditions</td>
<td></td>
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<tr>
<td>Offer Pending (OFP)</td>
<td>Date</td>
<td>Conditional Offer to be made</td>
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<tr>
<td>Selection Off Name</td>
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<td>No Offer (REJ)</td>
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</tr>
<tr>
<td>Signature</td>
<td></td>
<td>Date</td>
<td></td>
<td>Student ID</td>
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**BEFORE YOU COMPLETE THIS APPLICATION**

Are you an Australian citizen with ADF training?
- ☐ Yes
- ☐ No  **DO NOT COMPLETE THIS FORM** Contact Victoria University.

(Proceed to the next Section)

**PREVIOUS STUDIES AT VICTORIA UNIVERSITY**

All applicants to complete.

- Have you previously applied for a course or been enrolled at Victoria University (including Footscray Institute of Technology or Western Metropolitan Institute of Technology)?
  - ☐ No
  - ☐ Yes

- Course Name
- Last Year of Study (if Known)
- ID Number (if Known)

**SECTION A**

**PERSONAL DETAILS**

All applicants to complete.

- Title (Mr, Ms etc.)
- Family Name
- First Name
- Other Names
- Gender (M/F)
- Date of Birth (dd/mm/yyyy)

- Street Number and Name (or PO Box)
- Suburb
- State
- Postcode
- After Hours Phone Number
- Mobile Phone Number
- Business Phone Number
- Email Address

**SECTION B**

**COURSE APPLICATION DETAILS.**

Please indicate the course you would like to study. Use the course name and additional details as they appear on the Undergraduate or Postgraduate Course Index (available from www.vu.edu.au/futurestudents).

First course preference

- Course Name
- Victoria University Course Code
- Preferred Campus 1
- Preferred Campus 2
- Study Mode (FT/PT)

- Do you wish to be considered for this course at another campus, if available?
  - ☐ Yes
  - ☐ No

Second course preference

- Course Name
- Victoria University Course Code
- Preferred Campus 1
- Preferred Campus 2
- Study Mode (FT/PT)

- Do you wish to be considered for this course at another campus, if available?
  - ☐ Yes
  - ☐ No
SECTION C (i)

EDUCATION HISTORY
All applicants to complete.

Please indicate the highest level of secondary schooling undertaken, and all post-secondary qualifications that you have completed or attempted (including tertiary studies, trade certificates, short courses, etc), and attach a certified copy of your final results or results to date to this form. Any outstanding results should be forwarded to the Admissions Office as soon as these become available. If your qualifications are from a country other than Australia, please attach an official 'Statement of Equivalence' available from the Overseas Qualifications Unit (Melbourne) details available from www.employment.vic.gov.au or telephone 1800 042 745. Your application is unlikely to be considered until all certified documentation is received. If the space below is insufficient, attach a separate sheet.

<table>
<thead>
<tr>
<th>Final Year of Study</th>
<th>Qualification Name (e.g. HSC, VCE)</th>
<th>School</th>
<th>Level (e.g. Year 12)</th>
<th>Completed Y/N</th>
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Please indicate below all post-secondary qualifications you have attempted or completed. This may include tertiary studies, trade certificates, short courses etc. Please attach certified copies of any educational claims to your application.

<table>
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<tr>
<th>Final Year of Study</th>
<th>Qualification Name (e.g. Bachelor, Master)</th>
<th>Institution</th>
<th>Major Area of Study</th>
<th>Completed Y/N</th>
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LEARNING PATHWAYS:

See http://www.vu.edu.au/Courses/ADF for a list of courses which, if completed, result in advanced standing being granted in specific courses at VU.

Recognition of Prior Learning (RPL):

Do you wish to have training or experience recognised that is not already included in a pathway? ☐ Yes ☐ No

If Yes: Information regarding RPL is available from the Future Students website: www.vu.edu.au/futurestudents. The Faculties will only process RPL applications for successful applicants.

SECTION C (ii)

EMPLOYMENT EXPERIENCE
All applicants to complete

Please list relevant employment experience (begin with your most recent experience). Attach a separate sheet if the space below is insufficient.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Rank</th>
<th>Position</th>
<th>Year From</th>
<th>Year To</th>
<th>Duration of employment</th>
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I declare that, to the best of my knowledge, the information given in this application is correct and complete. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect, or incomplete information. I further authorise the University to obtain official records from any educational authority holding such records on me, and understand that where necessary Qualisearch will be engaged to access this academic information. I understand that Victoria University is not responsible if any educational body does not supply these records, and that the results of the search will be made available to me on request and an audit of this authority may also be undertaken. I also understand that if this application has been submitted after the due date that it shall be deemed a late application and that the University is under no obligation to consider it. Victoria University collects and uses your information in accordance with our Privacy Policy, which is available at http://www.vu.edu.au or you may access the Student Services Privacy Statement contained on this form. External agencies/organisations to which a number of our courses have clinical placement, may require you to undertake one or more of the following: physical fitness, assessment, medical examination, psychological assessment, interview, National Police Records check and Working with Children check. These are legal pre-employment requirements and failure in any of these examinations or checks may exclude you from undertaking the clinical placement component of the course. I understand that Victoria University may disclose the personal information I have given in this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information for use in connection with the Higher Education Information Management System.

SIGNATURE

Signature of Applicant

Date (dd/mm/yyyy)

WHERE DO I LODGE THE COMPLETED FORM?

Please ensure that separate applications are made for each course and that they are submitted in an A4 sized envelope and not in a plastic folder.

LODGEMENT DETAILS

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STUDENT SERVICES PRIVACY STATEMENT

Victoria University’s Student Services Department (SSD) is committed to protecting and maintaining the privacy, accuracy and security of your personal and health information and complies with the University’s published privacy policies, commitments, guidelines and procedures which conform to and support all privacy obligations that bind the University. SSD collects personal (including sensitive) and health information, such as academic, fee and other personal details, in accordance with Victoria University’s privacy commitments, guidelines and procedures for purposes relevant to your enrolment and the administration of your course (including assessment and processing of your application, administering enrolment details and assisting with statistical and market research and planning) and to provide you with information about other courses, products and services available at Victoria University. Personal information, including some sensitive and health information, is requested for government and statistical reporting. If any law requires particular information to be collected, SSD will inform you at the time the collection is to happen. If you do not provide SSD with the information SSD collects when you are asked, Victoria University will be unable to fulfil some or all enrolment-related and government reporting or statistical requirements, or to maintain your complete academic record. Victoria University will usually disclose information SSD collects about you to regulatory bodies, government and law enforcement agencies (such as the Australian Tax Office, Department of Education, Employment and Workplace Relations and Skills Victoria). In prescribed circumstances, health information is disclosed to prescribed health practitioners and/or prescribed emergency-related bodies.

You should contact us if your details change, or if you believe the information we have about you is not accurate. You may seek access to personal and health information SSD holds about you by contacting SSD, and you will be advised at the time of your request for access of any applicable fee. Formal access applications under the Freedom of Information (FOI) Act can be made to the University’s FOI Coordinator, Governance and Policy Branch, PO Box 14428, MELBOURNE VIC 8001, or foi@vu.edu.au. Information regarding Victoria University’s Privacy Policy can be obtained from the University’s Privacy Officer who can be contacted at the same address. Full details of Victoria University’s Privacy Policies can be viewed on the internet at www.vu.edu.au