APPLICATION FOR NON-AWARD STUDY IN 2008

Please read these notes carefully before you fill out the application form

This form is to be used by applicants who wish to study one or more Actuarial Control Cycle units on a non-award basis. Non-award units are tuition fee units; they are not paid for through the Higher Education Contribution Scheme.

Proof of identity – ALL applicants must provide verified proof of identity (eg driver’s licence, passport, birth certificate) with their application. A list of people who are approved to verify documents is on the back of this page.

Filling out the application form

Please take time to fill out the form carefully, making sure you answer all the questions on every page. If you do not give us all the information asked for, we will not be able to process your application.

Also, if you are asked to provide documents, please be sure to do so, and make sure that they are correctly verified (refer to the back of this page).

Application Fees – There is a $60 application fee for all applicants. This fee must be paid at the time of application. Forms received without the fee will not be processed. This is a non-refundable fee (except in cases where a student’s application is totally unsuccessful).

Closing dates:  The final on-time closing date for first semester is 25 January 2008. The final on-time closing date for second semester is 13 June 2008.

Late applications for first semester, with an additional $100 late fee, will be accepted until 8 February 2008.

Late applications for second semester, with an additional $100 late fee, will be accepted until 11 July 2008.

NO APPLICATIONS WILL BE ACCEPTED AFTER THE LATE CLOSING DATES ABOVE

Notification of result of application – you will be notified by mail as soon as possible after the closing date.

CHECKLIST
When you have completed the form, please read the checklist on the last page and make sure that you have answered all the questions and provided all the documents asked for.

For more information about ACST831 and ACST832 please consult this site:

http://www.actuary.mq.edu.au/careers/accreditation/accreditation_part_2
Your documents can be verified by any of the following:

- a Justice of the Peace – must include a registration number and the state in which he/she is registered.

Anyone who is currently employed as:

- an accountant – member of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practising Accountants, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents
- a bank manager or credit union branch manager (but not a manager of a bank travel centre)
- a barrister, solicitor or patent attorney
- a police officer in charge of a police station, or of the rank of sergeant and above
- a postal manager
- a principal of an Australian secondary college, high school or primary school
- an authorised officer at the Universities Admissions Centre, or at the Student Services Office of a participating university or TAFE college

How the authorised officer should verify each document

She or he must

1. write 'This is a true copy of the original document signed by me'.
2. Sign
3. and print the following details
   - name
   - address
   - contact telephone number
   - profession or occupation or organization
   - date verified
4. and include the official stamp or seal of the verifier’s organization on the copy if the organization has such a stamp
5. in addition to the above, a Justice of the Peace must also print:
   - their registration number
   - the state in which they are registered as a Justice of the Peace

If your documents are not verified correctly, they will not be accepted.
I wish to apply for admission to Non-Award Study for 2008. Here are my current details:

PERSONAL DETAILS:

TITLE (Dr, Mr, Ms, Mrs, Miss)  
FAMILY NAME  
FIRST GIVEN NAME  
OTHER GIVEN NAMES  
DATE OF BIRTH (Day-Month-Year)  
AGE  
GENDER M or F

CONTACT DETAILS:

Contact Address (for University correspondence)  
Permanent Home Address (Do not give a PO Box – write 'SAME' if as for Contact Address)

NO/STREET  
SUBURB/TOWN  
STATE  
Postcode  
PHONE Home Work Mobile  
EMAIL  
Fax

Do you have either Australian Citizenship or Permanent Residency?  
YES  NO

Have you ever been enrolled at Macquarie University?  
YES  NO

If YES, please give Student ID if known.  
STUDENT ID

Proposed Units in 2008.

(Please note that the University reserves the right to vary the manner of presenting the unit.)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Class</th>
<th>Duration</th>
<th>Unit Name</th>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACST831</td>
<td>D1*</td>
<td>1 - 1st half</td>
<td>Actuarial Control Cycle 1</td>
<td>Offer</td>
</tr>
<tr>
<td></td>
<td>X1</td>
<td>2 - 2nd half</td>
<td></td>
<td>Staff Inits.</td>
</tr>
<tr>
<td>ACST832</td>
<td>D2*</td>
<td>1 - 1st half</td>
<td>Actuarial Control Cycle 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>X2</td>
<td>2 - 2nd half</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* D1 and D2 classes are held on Tuesday evenings in the city. However if you prefer you may attend the campus classes on Monday and Wednesday afternoons.
Please indicate how you meet the prerequisites for these units:

(i) Actuarial degree from Macquarie University
   Please attach transcript of results

(ii) Actuarial degree from The University of Melbourne
    Please attach transcript of results

(iii) Actuarial degree from The Australian National University
     Please attach transcript of results

(iv) Actuarial degree from the University of NSW
     Please attach transcript of results

(v) Completion of/exemption from Part 1 of the UK examinations
    Please attach advice from the Institute of Actuaries or the Faculty of Actuaries

Other
   Please give full details below and attach evidence

If you do not meet the prerequisites under (i) to (v) above, please indicate how you satisfy the requirements of knowledge of Part 1 of the syllabus of the Institute of Actuaries of Australia:

______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

If you wish to enrol for ACST832 alone, please indicate how you satisfy the requirement of knowledge of ACST831 (previously ACST400)

______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________
CITIZENSHIP/RESIDENCY DETAILS

a Please indicate your citizenship/residency status by ticking ONE of the following:

☐ I am an Australian Citizen please complete Questions d – g

☐ I am a New Zealand citizen please complete Questions d – g

☐ I am the holder of an Australian Permanent Resident Visa (other than Humanitarian sub-class) please complete Questions b – g

☐ I am the holder of an Australian Permanent Resident Humanitarian Visa please complete Questions b – g

☐ I am the holder of a temporary entry permit. (You must check your eligibility for Non-Award study with the Centre for Open Education.)

b For holders of Australian Permanent Resident or Australian Permanent Resident Humanitarian Visas please complete the following:

***Please attach a certified copy of your visa and (if relevant) the page in your passport showing the date on which you first entered Australia as a permanent resident.***

On what date was your Visa granted?  _______/_______/_______

If the Visa was granted before you entered Australia, please give the date when you first entered Australia as a Permanent Resident.  _______/_______/_______

c Will you be residing in Australia during the study Period?  ☐ YES  ☐ NO

d In which country were you born?

☐ Australia (1100)  ☐ New Zealand (1201)  ☐ Hong Kong (6102)

☐ Singapore (5205)  ☐ Indonesia (5202)  ☐ United Kingdom (2100)

☐ Malaysia (5203)  ☐ China (6101)

☐ Other (please specify) ______________________________________________________

e If you were not born in Australia, in what year did you first enter Australia?  __________________

f What is the main language spoken at your permanent home address?  ____________________

g Are you of Aboriginal or Torres Strait Islander origin?  ☐ YES  ☐ NO

Next of Kin or person to contact in an emergency

Name: ______________________________________________

Home Ph: ______________________________________________

Work/Mobile Ph:   __________________________________________

Address: ______________________________________________

State:   _________________________Postcode:_____________

Relation to self:  Tick one

☐ Parent  ☐ Spouse  ☐ Son/Daughter  ☐ Other

☐ Partner  ☐ Brother/Sister  ☐ Other Relative
**STATISTICAL INFORMATION**

This question applies only to education commenced prior to this course in which you are now enrolling.

Prior to commencing this course, what was your highest level of education and the calendar year you reached this level? (Tick one only)

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Tick one box only</th>
<th>Calendar Year Completed (e.g. 2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A completed Higher education postgraduate level course</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>A completed Higher education bachelor level course</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>A completed Higher education sub-degree level course</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>An incomplete Higher education course</td>
<td>☐</td>
<td>N/A</td>
</tr>
<tr>
<td>A completed TAFE award course</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>A completed final year of secondary education course at school</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>A completed other qualification or certificate of attainment or competence</td>
<td>☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>No prior educational attainment</td>
<td>☐</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION**

This information is collected as a requirement of the Department of Education, Science & Training and used for statistical purposes.

Indicate any area(s) of impairment: ☐ Hearing  ☐ Vision  ☐ Learning  ☐ Medical  ☐ Mobility  ☐ Other

If you require support services based on your disability or health condition, please contact the Equity Support Unit (ESU) prior to the commencement of your studies.

Phone 02 9850 7497 or Email: equity@mq.edu.au
Declaration

(Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority)

i. I wish to apply for the unit/s listed and declare that the information I have submitted is true and complete. I understand that Macquarie University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

ii. I understand that while the supply of information is voluntary, if I cannot provide or do not wish to provide the information sought, it may be impossible to process my application.

iii. I also consent to and authorise Macquarie University to collect, receive, store, transfer and use any information about me from the Universities Admissions Centre and/or other tertiary institutions to facilitate the processing of my application.

iv. I have read the Privacy Notification Form on the reverse side of this Declaration and I give Macquarie University authorisation to make the information on this enrolment form available to those bodies that have a legitimate interest in obtaining it.

v. I hereby undertake to comply with the By-laws and Rules of Macquarie University.

vi. I hereby undertake to pay fees for this enrolment according to the Fees Rules as prescribed by the University.

vii. I understand that my enrolment in a Non-Award program is conditional upon the payment of tuition fees in full by 22 February 2008 (first half-year) and/or 1 August 2008 (second half-year). I understand that I cannot make partial payments or pay by instalment.

viii. I understand that all fees including late application fees paid to Macquarie University in connection with my application are not refundable under any circumstances.

ix. For the purposes of the SPAM Act 2004 (Cth) and any corresponding Regulations (as amended from time to time), I consent to the sending of electronic messages.

x. I understand that by signing this form I am agreeing that the University can use electronic communication methods, as appropriate, to deliver information relevant to my studies. I understand that the Centre for Open Education will contact me through my official student email address and I undertake to check my university-assigned email address for important Non-Award course information at least once a week. (Non-Macquarie students, including SIBT 2007 students, may use the email address provided on the front of this form until they commence study.

xi. I understand that if I fail two Non-award units in which I have enrolled on a Non-award basis, I will be excluded from further Non-Award study at Macquarie University and that I will not be able to enrol again as a Non-Award student.

Signature: ____________________________ Date: __________________
Privacy Notification Form – Section 10

The University has collected “personal information” from you. The information is personal information for the purposes of the Privacy Act and personal Information Protection Act 1998 (the “Act”).

1. The purpose of collecting this information is to:
   • Process your application for enrolment;
   • Monitor and maintain a record of your academic achievement (including all information arising for the investigations of misconduct);
   • Plan the provision of educational courses;
   • Monitor and enhance the provision of educational courses;
   • Maintain contact with graduates.

2. The intended recipients of the information are:
   • Officers within the University;
   • Data service providers engaged by the University from time to time;
   • Any other body which forms part of the University;
   • Any other body which may require the information for administration purposes including agencies of the Federal and State governments;
   • Graduate Affairs and the Macquarie Foundation;
   • The Library;
   • Any other Educational Institution to which you may apply to do a course.

While the supply of the information by you is voluntary, if you cannot provide or do not wish to provide the information sought, the University may be unable to process your application.

If you have already provided information but you have changed your mind and do not want the information used, you may make application for access or amendment or that any information not be used. You have a right of access to, and correction of, the information concerning yourself in accordance with the relevant procedures under the Act or the University’s Code of Practice.

The University is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to the Registrar and Vice-Principal.
**CHECKLIST**

Before you lodge your application please check that you have done all of these things:

- answered all questions on the form;
- attached all necessary documents, including proof of identity, HSC documents and/or transcripts;
- ensured that these documents are verified correctly;
- kept a copy of your choices;
- signed and dated your application;
- attached $60 application fee;

Please return to:
The Centre for Open Education, Level 1, X5B
MACQUARIE UNIVERSITY  NSW  2109

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### FEE PAYMENT DETAILS

<table>
<thead>
<tr>
<th>Name in full:</th>
<th>Student ID Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(if known)

Method of Payment:
- [ ] Cheque
- [ ] Money Order
- [ ] Credit Card

Amount Paying: A$  

Receipt Number: (office use only)  

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### FEE PAYMENT FORM

Name in full:  
Student ID Number:  

(if known)

Method of Payment:
- [ ] Cheque
- [ ] Money Order
- [ ] Credit Card

If paying by credit card, please fill in the following details:

Card Holder's Name:  
(same on card - please print)

Type of Card:
- [ ] Mastercard
- [ ] Visa
- [ ] Bankcard
- [ ] Amex

Card No.:  
Expire Date:  

I hereby give permission to Macquarie University to debit my credit card for A$  

Card Holder's Signature:  
Date:  

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**OFFICE USE ONLY:**

<table>
<thead>
<tr>
<th>Non-Award Application Fee</th>
<th>F21</th>
<th>Account Code: 4216 2006 136</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Award Late Fee</th>
<th>F23</th>
<th>Account Code: 4216 2004 118</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Receipt No.  