Enrolments Manual for Students

2001

NEW STUDENTS AND STUDENTS COMMENCING A NEW PROGRAM
(incl. Late enrolments & Prodigals)

Administrative Services Branch
All information correct as at January, 2001
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1. **IMPORTANT DATES**

1.1 **SATAC offers**

**January round**
Wednesday 17 January

**February round**
Tuesday 6 February

Students receiving a late SATAC or a Manual Offer outside the set period must enrol within 7 calendar days of receiving the offer.

1.2 **Pre-Enrolment Talks**

Please refer to the Student Guide and Timetable booklet (pages 8-10) for dates, times and locations.

1.3 **Enrolment dates (refer 14):**

Monday 29 January
Tuesday 30 January
Wednesday 31 January

Tuesday 13 February
Students receiving February round SATAC offers or manual offers will be able to enrol on this day.

1.4 **International Students - New**

The International Student Centre (ISC) will have a Welcome Centre set up from 5-16 February, Level 4, Union Building. The Welcome Centre offers two information sessions per day (except 9/2) at 10am and 2pm which include an enrolment briefing and events throughout this period. A schedule of events can be obtained from the International Student Centre.

You can collect your enrolment form from the Welcome Centre up until 16 February. After this date, enrolment forms can be collected from the International Student Centre. You must have your enrolment form with you when returning on campus.

Information session (ISC) - Welcome sessions (faculty/school)
An information session will be held on Friday 9 February at 10am as outlined above. ‘Welcomes’ and faculty/school specific briefing will also take place at 2pm. On this day you will be instructed to return to the Welcome Centre by 1:45pm in order to be escorted at 2pm by your relevant faculty/school representative to the faculty/school briefing venue.

Commencing International Students will be enrolling on the following dates:
(For location details contact the relevant faculty/school or International Student Centre)

**Monday 12 February**
Study Abroad & Exchange students
Architecture, Landscape Architecture & Urban Design (Study Abroad & Exchange students) - 10-11am
Economics - 2-5pm
Commerce - 9am-4pm
Humanities & Social Sciences - 9am-5pm

**Tuesday 13 February**
Agricultural & Natural Resource Sciences from 3:30pm
Performing Arts 9:30-10am
Architecture, Landscape Architecture & Urban Design 9am
Law (tbc)
Commerce - 9am-4pm
Mathematical & Computer Sciences
Dentistry
Medicine 9am - 1pm
Engineering - 9am - 1pm
Science 9.30am-3.30pm

1.5 **Orientation Week**

Monday 19 February - Friday 23 February (refer 29 & 30)

2. **THE ‘FORMER’ ENROLMENT CENTRE**

Effective January 2001, a central Enrolment Centre will no longer exist as an on the spot data entry point. Essential steps to the enrolment process remain intact. (Refer 11)

3. **HELP**

During this busy an ‘information’ marquee which will be located in the Hughes Plaza. There will also be people walking around campus available to assist you or you may wish to visit the Student Centre, level 4, Wills Building, for assistance.
4. THE ENROLMENT PROCESS
The following process will apply to all students who have either received a SATAC offer, who were last enrolled prior to 2000, who are commencing a non-SATAC program (eg. Honours) or who are enrolling late. If you are experiencing difficulty in completing your form refer to an Area Administrator in your faculty/school.

4.1 Distribution Of Enrolment Forms
If you received a SATAC Offer you will be sent an enrolment package. Please bring your offer letter with you when enrolling.

If you were last enrolled prior to 2000 or you are re-enrolling late or you are commencing a non-SATAC program (for example, Honours) or you received a late SATAC manual offer you can obtain an enrolment form, HECS form, academic transcript (if applicable) and enrolment instructions from the Student Centre, Level 4, Wills Building.

If you are found to have outstanding obligations with the University you will not be issued an enrolment form until evidence of payment is provided. The receipt (or sighted copy) will be attached to the enrolment form and must remain attached throughout the enrolment process (refer 23).

The following forms can be obtained from the Student Centre:
- Enrolment forms
- Change of Personal Details
- Application for Status
- Application for Non-award Studies
- C-I application forms and instruction sheet
- Proforma re Exam Support for Students with Disabilities
- HECS booklets
- HECS payment option forms

4.2 Enrolment Package
The Enrolment package will consist of the following:
- an enrolment form with some pre-printed details
- an Enrolment Guide with faculty & school specific enrolment instructions
- a ‘Student Guide and Timetable’ booklet
- a ‘HECS, Your Questions Answered 2001’ booklet
- a HECS form
- an Orientation Week and Preliminary Classes booklet
- a Freshers’ Day leaflet

The Enrolment Guide contains specific enrolment instructions for each faculty/school, for example, when, where and how to enrol. You MUST read this information.

4.3 What To Bring To An Enrolment Session
Bring with you the following items:
⇒ your enrolment form
⇒ your SATAC letter of offer
⇒ your HECS form and Tax File Number (if applicable)
⇒ your year 12 certificate (if applicable)
⇒ the Enrolment Guide with Faculty and School Specific Enrolment Instructions’ booklet
⇒ the Student Guide & Timetable booklet
⇒ a pen for completing the forms

5. WAITING FOR A HIGHER PREFERENCE FROM SATAC?
If you are waiting for the February round of SATAC offers, you should nevertheless follow the enrolment process for the offer you first received. If you receive a second offer from SATAC and wish to accept it you may need to consult your faculty/school office if you are required to withdraw from your current 2001 enrolment before proceeding with the preferred program.

5.1 Deferring Your Program
If you wish to defer your program you must notify SATAC within 10 days of receipt of your offer.

6. COMPLETION AND AUTHORISATION OF ENROLMENT FORMS
You must check that all pre-printed information is correct and complete all sections of the enrolment form. If the details are not correct or are incomplete, you should amend or add the information in the non shaded areas.
Name details cannot be changed on the enrolment form. A ‘Change of Personal Details’ form (available from the Student Centre or faculty/school office) and evidence to support the change must be lodged at the Student Centre. Minor changes to names, such as spelling errors, may be referred to the faculty/school officer.

Authorisation of the enrolment, will take place in the faculty/school. (Refer 8, 10 & 11)

7. **ENROLMENT AND HECS FORM CHECKS BY FACULTY/SCHOOL OFFICERS**

**The aims of these checks are**
- to ensure that all sections of the enrolment form have been completed and that the form has been signed by you or authorised proxy.
- to ensure that all the necessary signatures have been obtained (Course Adviser (if applicable) and/or faculty/school officer).
- to ensure the program name, course code and name, and teaching period have been entered accurately.

Where documentation is incomplete or incorrect:
- Your enrolment form will not be processed until the information has been corrected or followed up either by the faculty/school or Enrolments Office. In some cases this will cause a considerable delay in finalising your enrolment.

8. **HOW TO COMPLETE THE ENROLMENT FORM**

The University is in the process of introducing a new management information system, developed by PeopleSoft, which requires significant changes to the student administration system.

**Please read these instructions carefully.**

8.1 **Personal details**

You must check that all pre-printed details in the shaded areas are correct. Corrections can be made in the non-shaded areas. Details without a non-shaded area (eg: name changes) can be corrected at the Student Centre via a ‘Change of Personal Details’ proforma.

---

**Fig 1.**

**PLEASE CHECK ALL SECTIONS. INCORRECT OR MISSING DETAILS ARE TO BE ANNOTATED IN THE NON-SHADED AREAS**

<table>
<thead>
<tr>
<th>PERSONAL DETAILS</th>
<th>DATE OF BIRTH</th>
<th>GENDER</th>
<th>SEMESTER PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT NUMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURTESY TITLE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Names</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial correspondence destination (Optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overseas Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please specify your country</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ensure all details are either pre-printed or have been added/amended in the non-shaded areas.

**Student Numbers** cannot be changed. You need to enrol using the number in the left hand side box beginning with ‘01’.

As a result of moving to the PeopleSoft system, additional Student ID numbers have been created and your Peoplesoft number is shown on the front of the enrolment form (right hand side box). This is the ID number you will be using when the university fully implements the Student Administration system in PeopleSoft. Both student ID numbers have been noted in the PeopleSoft system and your record will be identified using either ID number. You should however keep a record of both ID numbers for future reference.
**Name and Date of Birth**
Name and Date of Birth cannot be changed on the enrolment form. You must complete a ‘Change of Personal Details’ form [available from the Student Centre] and, if relevant, provide evidence to support the change.

**Departmental Mailbox Code (Campus Address)**
You must select an internal mail location which is used as an on-campus mailing address between March and November. A list of relevant codes and locations of mail boxes may be found in the ‘Enrolment Guide with Faculty/School Specific Enrolment instructions’ booklet or it will be available from the faculty/school office. Selected programs will have the mailbox code pre-printed on the enrolment form. You should check with their faculty/school office if you wish to change this.

**Overseas Country**
Pre-printed details in this section indicate that you are a fee-paying overseas student and will have ticked B [temporary resident visa] in section 2, question 2 regarding citizenship details.

**Semester Address**
You should provide the University with a street address rather than a Post Office box. This must be in the Adelaide area. If not, you must provide an address as a temporary measure. It is your responsibility to change this at a later date either by completing a ‘Change of Personal Details’ form or via SOLAR. (Refer 19)

**Permanent Home Address**
This must be filled in with either your or family’s address.

**Billing Address**
You may wish to provide the University with billing address details if you wish your invoices to be sent to an address other than that indicated above. For example, the invoice could be sent directly to the employer or sponsor. If a billing address has not been provided, all financial correspondence will be sent to either the semester address or permanent home address, as appropriate.

**8.2 Statistical details**

**Fig. 2**

**Section 2: Statistical Details**
The information you provide below is required by the Commonwealth Government. The University undertakes to provide the information to the Commonwealth Government as statistical data only and will not provide information on individual students.

**You must complete this section**

1. Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both “Yes” boxes

<table>
<thead>
<tr>
<th>Aboriginal</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Torres Strait Islander</th>
<th>No</th>
<th>Yes</th>
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</table>

2. Citizenship and residence status during this semester (tick one box):

<table>
<thead>
<tr>
<th>A. Australian Citizen</th>
<th></th>
<th></th>
<th>B. Temporary resident visa, a visit visa or a student visa</th>
<th></th>
<th></th>
<th>C. Residing overseas during this semester but you are not an Australian or New Zealand citizen</th>
<th></th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>D. Permanent resident status and you are not an Australian or New Zealand citizen</th>
<th></th>
<th></th>
<th>E. New Zealand Citizen</th>
<th></th>
<th></th>
<th>F. New Zealand Citizen</th>
<th></th>
<th></th>
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</tbody>
</table>

| D. Date residency granted (office use) |     |     | D.ii. Have you resided continuously in Australia since then? |     |     | D.iii. Residency sighted (office use) |     |     |
|                                       |     |     |                                                         |     |     |                                       |     |     |

<table>
<thead>
<tr>
<th>E. Month and year of arrival</th>
<th></th>
<th></th>
<th>E.ii. Have you resided continuously in Australia since then?</th>
<th></th>
<th></th>
<th>E.iii. Residency sighted (office use)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

3. In what country were you born?

<table>
<thead>
<tr>
<th>Australia</th>
<th>Overseas</th>
<th>Name of country</th>
<th>Month and year of first arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

4. Name of country

<table>
<thead>
<tr>
<th>Month and year of first arrival</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

5. Do you speak a language other than English at your permanent home residence? No | Yes | If Yes, indicate language that is spoken most often.

<table>
<thead>
<tr>
<th>Italian</th>
<th>Greek</th>
<th>Cantonese</th>
<th>Mandarin</th>
<th>Arabic</th>
<th>Vietnamese</th>
<th>Other</th>
<th>please specify</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

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Previous Studies: For each of the 8 items below indicate whether you have either never commenced, commenced or completed the type of study at any Australian institution. Answer all items (6) through (13).

<table>
<thead>
<tr>
<th>Item</th>
<th>Study Type</th>
<th>Never commenced</th>
<th>Commenced but not completed</th>
<th>Completed</th>
<th>Last year of enrolment (if boxes 2 or 3 ticked)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Post Graduate Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Degree Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Non-TAFE sub-Degree Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>TAFE Sub-Degree Program</td>
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<td></td>
</tr>
<tr>
<td>10.</td>
<td>TAFE Award Program</td>
<td></td>
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</tr>
<tr>
<td>11.</td>
<td>School Secondary Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>TAFE Secondary Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Other Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION 3
LIBRARY SERVICES
Do you give permission for your name to be disclosed to a reader who wishes urgently to consult a book that you have on loan from the library? Yes ☐ No ☐

EXTERNAL STUDENTS ONLY
Do you give permission for your name to be released to another external student? Yes ☐ No ☐

SECTION 5
DISABILITY SUPPORT SERVICE (optional)
Do you have a disability that could affect your performance as a student? Yes ☐ No ☐

Please tick the following boxes if they apply to you.

- Restricted Mobility ☐
- Hearing Impairment ☐
- Vision Impairment ☐
- Learning ☐
- Medical ☐
- Vision Impairment ☐
- Other ☐

Would you like to receive advice on support services, equipment and facilities which may assist you? Yes ☐ No ☐

Answering this question is optional. Please note this information will be treated with the utmost confidentiality. It is requested for the purpose of providing appropriate student support. Please contact the Disability Liaison Officer for further assistance.

If you think you are eligible for non differential HECS, please complete the appropriate form at the Student Centre.

Career: Program: Adm.Cat.: HECS:

All questions must be answered.

- You should complete/amend all details which are left blank/incorrect.
- Permanent Residents (citizenship response section 2, Q. 2.D.) If you are a permanent resident who started your program of study on or after 1 January 1996, you can initially choose to pay HECS up front or defer your HECS debt until one year after you have met the residency requirements for Australian Citizenship. However, if you have not become an Australian citizen by then, you will need to pay HECS up front without a discount. The University is required to sight your proof of residency. You must take your documentation to the Student Centre which will be responsible for sightng and recording any change of citizenship details.

- New Zealand citizens (citizenship response section 2, Q 2.E.) If you are a New Zealand and commenced your program after 1/1/96 you must choose HECS ‘Up Front’ with no discount (code 12). If you commenced your program before 1/1/96 and have resided continuously in Australia for two years you can choose either the ‘Up Front option with a discount or ‘Deferred’ option. Q's 2.E.i. and 2.E.ii. require a date and a Yes/No answer.

8.3 Library Services, External Studies and Disability Services
You will need to answer ‘yes’ or ‘no’ for the release of your name with respect to library loans and to other external students (if applicable).

In the case of disabilities, the information is needed for the provision of disability information and services, but is optional. However, the information must be consistent, that is, if a you have ticked ‘yes’, you should also indicate the type of disability. Note also that if you change from ‘yes’ to ‘no’, there must be consequential amendments to the specific disability boxes.

8.4 Declaration
The declaration on the front of the enrolment form must be signed. The enrolment cannot be finalised until you or authorised proxy signs the Declaration. (Also refer 13)

8.5 Enrolment details
You should complete program and course details in accordance with your faculty/school information leaflets/handbooks and/or following consultation with your Course Adviser/Faculty Registrar/School Executive Officer.
**Nomenclature**

Refer to the Peoplesoft Glossary on page 15 for definitions of the new terminology. Carefully read the faculty/school specific enrolment instructions as these will guide you in completing the form.

**Ensure that you complete your program details as follows;**

- Print your Student ID number (pre-printed at the front of the form-left hand box). The second number will be your new Peoplesoft ID and you should make a note of this number for future reference.
- Tick the appropriate career eg Bachelor program = Undergraduate, Grad. Dip or Grad. Cert. = Postgraduate coursework, etc
- Indicate your Program of study eg B. Arts, B. Engineering, B. Science, etc
- Indicate your Plan of specialisation if applicable eg B.Arts (Cult.St.), B. E. (Chem.) including the 3 digit program code
- Indicate the term and year when you expect to complete your Program(s) eg sem 1 2001
- Indicate the terms, modes and units for each Course enrolment
- Print accurately the Course Code in the ‘Catalogue No.’ column
- Print accurately the name of the Course in the ‘Course Description’ column
- The remaining columns of the enrolment form must not be completed at this stage, eg; component and class details
- Ignore all columns to the right of the column headed “units”

**Example:**

**STUDENT ID:____________________________**

To facilitate data entry PRINT all Courses in Term order eg; for each Program print all semester 1 courses together, all semester 2 courses together, all trimester 1 courses together, etc

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject Area</th>
<th>Catalogue No.</th>
<th>Course Description</th>
<th>Mode</th>
<th>Units</th>
<th>Comp.</th>
<th>Class No.:</th>
<th>Class No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>sem 1</td>
<td>Construction</td>
<td>1006</td>
<td>Beginners Bridge Building</td>
<td>I</td>
<td>3</td>
<td>L</td>
<td>11337</td>
<td>11339</td>
</tr>
</tbody>
</table>

**------------**

In the very near future you will be asked to enrol in the manner shown below. In most cases, you will be required to indicate one component and class number per course. In other cases you will need to specify each component and class number if there is a choice of classes. These details will not be available in the University Handbook of Academic Programs. The faculty/school office will provide them. Most courses will not include class preference options.

**PS STUDENT ID:____________________________**

To facilitate data entry PRINT all Courses in Term order per Program eg; all semester 1 courses together, all semester 2 courses together, all trimester 1 courses together, etc

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject Area</th>
<th>Catalogue No.</th>
<th>Course Description</th>
<th>Mode</th>
<th>Units</th>
<th>Comp.</th>
<th>Class No.:</th>
<th>Class No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>sem 1</td>
<td>Construction</td>
<td>1006</td>
<td>Beginners Bridge Building</td>
<td>I</td>
<td>3</td>
<td>L</td>
<td>11337</td>
<td>11339</td>
</tr>
</tbody>
</table>

**------------**

- A Course Adviser (if applicable) and a faculty/school officer will assist you to complete the course details on the back of the form.

**The following information must be provided for each course:**

**Program**

You will have entered an abbreviation to indicate your program. As a check, the correct three digit, numeric program code should be entered by the faculty/school. The program shown on the enrolment form must be consistent with that shown on your ‘Authority to Enrol’ or SATAC offer and HECS form (if applicable). (The program shown for continuing students must be consistent with your academic transcript and HECS form (if applicable)). The Enrolments Office will provide faculties/schools with a list of programs and program codes offered by Adelaide University.

The program shown should be consistent with the course(s) listed. For example, a single Honours course or an Honours course which is included as part of the final year should be attached to an Honours program code, not an Ordinary degree program code.
**Term**
The teaching period (semester) in which you are undertaking the course according to the availability - 1, 2, F.S.U.T or trimester X.Y.Z and I,J,K, etc.

**Catalogue Number**
Course ID number to be printed in this column.

**Course Description**
The full title of the course to be annotated [eg Chinese II, not Chinese].

**Mode - course**
Teaching mode of the course must be indicated alongside each course eg; I = Internal, E = External
External courses must be highlighted with an E alongside each course.

**Mode - program**
Teaching mode of the program must be highlighted with an E, I or M in the MODE box underneath the courses.
eg; I = Internal, E = External, M = Multimodal (a combination of both modes)

**Units**
The unit load of each course. If the total is more than 24 units, then you should obtain advice regarding your overload and ensure that the enrolment form is annotated accordingly by the Course Adviser(s).

**8.6 Course Over Two Years**
If you are applying to take a course over two years, annotate the course 'TY' (even if the decision has not been finalised and the enrolment is provisional). This is to ensure you receive an accurate invoice in terms of Student Services fee and HECS liability. Do not enter TY against the course if you are in the second year of the course.

**8.7 Prescribed Courses**
Programs which have prescribed courses do not require you to list them individually (eg., B.E.(Elec.), M.B.B.S., B.D.S.), you will simply enrol by level. You will be provided with instructions from your faculty/school on how to complete your enrolment form. Refer to sample below:

<table>
<thead>
<tr>
<th>STUDENT ID: __________________________</th>
</tr>
</thead>
</table>

To facilitate data entry PRINT all Courses in Term order eg; for each Program print all semester 1 courses together, all semester 2 courses together, all trimester 1 courses together, etc

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject Area</th>
<th>Catalogue No.</th>
<th>Course Description</th>
<th>Mode</th>
<th>Units</th>
<th>Comp. Comp. Class No.</th>
<th>Pref 1</th>
<th>Pref 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Level 1 Group</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**8.8 Enrolment Clearance**
Enrolments that cannot be finalised for **academic** or **administrative** reasons have to be processed provisionally. You are advised to take action to clear your provisional enrolment as stated by the Faculty Registrar, School Registrar, School Executive Officer or the Administrative Services Branch. **All enrolments accepted provisionally for academic reasons must receive Enrolment Clearance by 31st March.**

**Enrolment Clearance - (Academic)** may be required if your enrolment is dependent on the fulfilment of specified academic requirements eg transfer credit (formerly known as ‘status’). Faculty/school officers authorising your enrolment will flag this on your enrolment form as appropriate.

**Enrolment Clearance - (Administrative)** may be required if the Enrolments Office requires additional information from you or if the enrolment is incomplete.

**8.9 Completion of Program**
If you expect to complete a program, check that successful completion of your 2001 enrolment will in fact result in qualification for the award and that the question regarding this has been answered. You should indicate when you expect to complete your program. This must be indicated by term and year for each plan.. This is important because failure to do so may result in you being omitted from the mailing list for Graduation applications.
9. **HECS**

If any information on your Enrolment Confirmation Notice is missing or incorrect, you should correct the error or omission immediately with the Student Centre or the relevant faculty/school office.

You should refer to the HECS booklet “HECS 2001 Your Questions Answered”. The Australian Taxation Office also has a web site which provides the answers to most questions. The URL of the site is http://www.hecs.gov.au

9.1 **Who needs to complete a HECS form?**

- A student new to the University who is HECS liable
- A student who is enrolling in a program for the first time and is HECS liable.
- A student who is enrolling in a different program to the one they have previously been enrolled in since 1989 and is HECS liable.

Prodigals and re-enrolling students:

- All re-enrolling students who were last enrolled prior to 1989 [identified from the transcripts attached to their form].
- All students who have changed their residency status eg., from International Student to Permanent Resident, or have not become an Australian Citizen according to legislative guidelines (refer to Statistical Details 8.2)(if applicable).
- All students wishing to change their HECS payment option for the same program in 2000.

9.2 **Who does not need to complete a HECS form?**

- An International student
- A local fee paying student
- A New Zealand citizen who commenced their program after 1996
  - they will pay up-front without a discount (12)
- A permanent resident who met the requirements for Australian citizenship more than one year ago and has not become an Australian citizen.
  - they will pay up-front without a discount (12)

9.3 **The HECS Payment Option Form:**

**How To Complete The Hecs Form**

READ your ‘HECS, Your Questions Answered 2001’ booklet first. You must complete the HECS form as shown below in CAPITAL LETTERS.

- Your name should be printed as shown on your enrolment form.
- The name of your program which can be obtained from your enrolment form or SATAC offer letter
- The Tax File Number (if applicable)
- Choose your Payment Option by placing a tick in one of the boxes as shown in the example below

REFER EXAMPLE NEXT PAGE
Department of Employment, Education, Training and Youth Affairs

Higher Education Contribution Scheme (HECS)
Payment Options Declaration Form
Please use a biro and write clearly in CAPITAL LETTERS. The student must complete Parts A, B and C.

### Part A - You MUST read the instructions on the reverse before completing this form

<table>
<thead>
<tr>
<th>1 Your surname</th>
<th>2 Given names</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLOGGS</td>
<td>JOE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Date of birth</th>
<th>4 Sex</th>
<th>5 Name of your higher education institution</th>
<th>6 Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 / 11 / 11</td>
<td>Male</td>
<td>UNIVERSITY OF ADELAIDE</td>
<td>111111X</td>
</tr>
</tbody>
</table>

7 Name of course | In what way do you presently intend to pay your HECS contribution? | Full Up Front | Deferred | Do you wish to make a Partial Up Front payment? |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B. ARTS</td>
<td>(You only need to pay 75% of your contribution)</td>
<td></td>
<td>Deferred</td>
<td>Yes ☑ No ☐</td>
</tr>
</tbody>
</table>

9 Give your Tax File Number if you intend to DEFER all or part of your HECS contribution, or if you want to AUTHORISE your institution to defer all or part of your HECS contribution for a semester if you fail to make a payment by the census date for that semester.

**WARNING:** As required by the Higher Education Funding Act 1988 you must either pay up front or give your Tax File Number (TFN) by the census date, or your enrolment will be cancelled.

If you cannot quote your TFN at enrolment, you should immediately obtain your TFN, or a certificate from the ATO stating that you have applied for one, and provide it to your institution by the census date. (Please note: Certificates will only be provided in the last 10 days prior to the census date.) Your TFN is not held by DETYA, but is provided to the ATO which will protect it from misuse.

### Part B

10 Declaration…..

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part C - For information of enrolling institution only

11 In what way do you presently intend to pay your HECS contribution?

<table>
<thead>
<tr>
<th>11 Deferred (You must provide a Tax File Number or a certificate from the ATO by the census date)</th>
<th>10 Do you wish to make a Partial Up Front payment?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Yes ☑ No ☐</td>
</tr>
</tbody>
</table>

12 Lodging your form

Return this form to your higher education institution’s student administration when completed.

---

**Q 9.** All students wishing to defer all or part of their HECS must provide a Tax File Number (TFN) or proof of application for a TFN. If you select up front (11) you may provide your TFN. This will ensure that, if full payment is not received by the due date, the remainder of the HECS debt will be deferred automatically (refer Q11). If there is no TFN supplied, your enrolment will be administratively cancelled.

**Q10** Declaration (Part B). You must sign and date the HECS payment option form.

**Q11** Up-front Payment Option - Pay Now (Part C). If you elect to pay your HECS liability ‘Up-front’ (with discount) you must tick this section of the form.
Q11 Deferred Payment Option - Pay Later If you elect to defer payment of your HECS liability, you must tick this section of the form. You must either provide your Tax File Number on the form or proof of your application for a TFN.\(^1\)

Q11 Partial Payment. If you select ‘Deferred’ (10), then you may elect to partially pay your HECS to receive a discount. Any partial amount of $500 or more paid to the Student Centre or by using BPAY will attract a 25% discount on the amount paid.

If you believe that you may be eligible for non-differential HECS, you must complete the appropriate form available at the Student Centre. If there are any problems please contact the HECS and Fees Office, ext. 8303 5880

9.4 HECS Liability Notice
The census dates are 31 March for the first semester and 31 August for the second semester. You will be sent a HECS notice in April and September advising you of your HECS liability as at each census date.

9.5 Amendments to Enrolment - HECS
Amendments lodged before the HECS census date which affect the semester load (ie. increase or reduce the load) will be taken into account in determining the load and HECS liability.

In accordance with the requirements of the Commonwealth Government, amendments to enrolment after the census date which reduce the semester load will not reduce the HECS liability. Amendments which increase the semester load will increase the HECS liability (and the increased debt must be discharged in the same way as the initial debt ie. up-front or deferred payment through the Australian Taxation Office). You will be advised of any changes in HECS liability in writing by the HECS & Fees Officer.

9.6 Amendments to Enrolment - Tuition Fee Paying
Amendments lodged before the HECS census date will be taken into account in determining the load and tuition fee debt. If you withdraw after the HECS census date, you will still be liable to pay the tuition fees for these courses. If you add courses after the HECS census date you will be invoiced for the additional amount.

10. AUTHORIZATION
A Course Adviser (if applicable) and faculty/school authorised staff must sign and date the enrolment form in the appropriate Office Use Only box. Faculty/school staff will retain the enrolment form.

11. LODGING THE ENROLMENT FORM
When the enrolment form is authorised it will be retained by the faculty/school officer (refer point 10). You will be given an authorised ‘Authority to Collect a University Card’ form in return. This form must be presented at the Card Centre’s temporary location, Level 5, Union Building to collect a University Card. Refer to the step-by-step guide on page 11.

11.1 Flow Chart
The flow chart below is an extract from the ‘Enrolment Guide’ sent to students in their enrolment package.

Refer to the following page for easy to follow steps for you to use as a quick guide to enrolment

\(^1\) Tax File Numbers(TFN)
It is a government requirement that all students who choose the “deferred” or “partial” payment options must supply a Tax File Number or proof of application for a TFN to the Student Centre. Failure to do so by 16 March may result in your enrolment being cancelled.
11. Step 1
- Note any pre-enrolment talks for your program.
- Read the enrolment instructions relevant to your faculty/school.
- Note the enrolment dates and times for your program.

12. Step 2
Enrolment form
- Check your details on the front of the form. If necessary make corrections in the non shaded areas.
- Where applicable complete sections 1-5.
- Sign and date the declaration.

13. Step 3
- Arrive on enrolment day, as instructed by your faculty/school, with the items specified on page 2 of this booklet.

14. Step 4
Once you have seen a Course Adviser (if applicable) and faculty/school officer check that:
- your study programme on the enrolment form is complete
- your study programme is approved by a Course Adviser (if applicable)
- your HECS form is completed and signed (incl. Tax File Number if applicable)
- you have signed and dated the enrolment form
- your enrolment form is authorised by a faculty/school officer in order to complete your enrolment.
- If enrolling by proxy, ensure that the written authorisation is stapled to the enrolment form.
- Obtain an 'Authority to collect a University Card' form from the authorising faculty/school officer.

15. Step 5
- Proceed to the Card Centre, Level 5, Union Bldg., where your photo will be taken (if applicable).
- Proceed to the SAUA area and you will be given a Student Diary.

12. ENROLMENT CONFIRMATION NOTICE
You will receive an Enrolment Confirmation Notice in the post listing the courses you have selected for 2001 and confirming receipt of your enrolment. If you do not receive a notice by mid-February for the January enrolment period or end of February for the February enrolment period, you should contact the Student Centre.

Enrolment Confirmation Notice provides a statement of:
- program(s) and course details in which you have enrolled and your EFTSU loads for the purposes of HECS
- Course unit value
- HECS status for each program in which you have enrolled (differential vs non-differential)
- Enrolment Clearance - academic an/or administrative statements
- An indicator of enrolment status for the purposes of Transport concessions

You must check your Enrolment Confirmation Notice carefully, reporting any errors to the Student Centre. If a check reveals that an error has been made, it will be corrected immediately and another Notice issued to you.

13. PROXY ENROLMENTS
You can authorise others (normally family or friends) to enrol on your behalf. For a proxy enrolment to be acceptable, the proxy must have a signed and dated authorisation letter from you which specifically states ‘I authorise _______ to complete and sign my enrolment form, the declaration and my HECS payment option form (where applicable). I wish to enrol in the following courses………….’ The person authorised to enrol on your behalf must lodge this authorisation with the enrolment form and present photo identification of themselves. This authorisation should include a list of courses and must be attached to the back of the enrolment form.

The person authorised to complete the enrolment form will need to sign the declaration on your behalf.

14. LATE ENROLMENTS
14.1 New students
If you do not enrol in the period indicated by your faculty/school, you may incur a $75 late fee which must be paid at the Student Centre before you can lodge your enrolment form.

Students who receive a late SATAC offer have 7 days to enrol before their enrolment is considered ‘late’.

Note that no enrolments will be accepted in the period between the end of the January enrolment period and the late enrolment day.
Please note: the UP-FRONT HECS payment option will only be accepted up to 16 March. Thereafter the DEFERRED HECS payment option only is acceptable, unless you are otherwise exempt from the HECS liability.

14.2 Re-Enrolling Students
In early January 2001, the Student Centre will send a letter including enrolment instructions to all students who have applied to enrol late.

If you are a re-enrolling student who did not re-enrol during the re-enrolment period and did not apply to enrol late, but wish to enrol outside of the enrolment period, you may be subjected to a $75 late fee. The late fee is payable at the Student Centre. If you are enrolling late you must pay the late fee either prior to or when lodging their enrolment form at the Student Centre. The late fee must be discharged before your enrolment can be processed. Your enrolment form will be annotated accordingly.

If you arrive at the faculty/school enrolment area and have not paid the fee (or there is no evidence that the fee has been waived), you will be referred to the Student Centre in the first instance.

Please note: the UP-FRONT HECS payment option will only be accepted up to 16 March. Thereafter the DEFERRED HECS payment option only is acceptable, unless you are otherwise exempt from the HECS liability.

15. CROSS-INSTITUTIONAL ENROLMENTS
If you are an Adelaide University student wishing to enrol in a course taught at another higher education institution you must complete a Cross-Institutional form and have your application approved by your faculty/school officer/s. You must then enrol at the host institution and return the home institution copy to the faculty/school office.

Note: Students enrolling in languages at their home institution which are taught by another institution do not enrol as C-I students, but must be reminded that any amendments or withdrawals must be made at BOTH institutions.

If you are enrolled in a program of study at another higher education institution and wish to count a course taught at the Adelaide University towards this award at your home institution must apply to enrol as a Cross-Institutional Student and have your application approved. You must complete an application form, available from the Student Centre, and the 'Other Institution's Copy' must be stapled to the enrolment form. Please note that your C-I enrolment may not be completed until you have had the C-I application authorised and processed by your home institution. (Exception: Flinders University students are provided with this approval on their Enrolment Confirmation Notice. Upon presentation the faculty/school may accept this as authorisation for a cross-institutional enrolment).

Faculty/school officers may flag the enrolment with requiring Enrolment Clearance - academic if this authority is required.

16. NON-AWARD STUDENTS
If you wish to enrol in course/s which are not part of an award or are an overload (other than a Cross-Institutional student) you may do so only as a Non-Award student and will be subject to Non-Award and Student Services Fees. You are required to complete the ‘Application to Study as a Non-Award Student’ form which is available from the Student Centre or the Faculty/School Office.

Non-Award Students will receive an invoice in the mail from the HECS & Fees Office.

17. STUDENT E-MAIL
As soon as your enrolment at Adelaide University is confirmed, an e-mail account is automatically set up, free of charge, in a standard format of firstname.familyname@student.adelaide.edu.au. The e-mail address will be used by staff within the University to contact you and provide important information. It is important that you check your e-mail account regularly.

In order to access your e-mail account, go to Adelaide University’s web site, located at http://www.adelaide.edu.au/ITD/student_services/email/

18. STUDENT PIN
The Student Personal Identification Number (PIN) is a four digit number located on the front top right-hand side of the ‘Enrolment Confirmation Notice’. The PIN is confidential and must not be disclosed to anyone else.

The PIN can be used to access various University services including the student e-mail account, the SOLAR system, the exam results by telephone and to log on to terminals located in various university computer pools.

19. ‘STUDENT ON-LINE ACCESS RESOURCE’ - SOLAR
Access to SOLAR will be activated on 29 January, 2001. In accordance with faculty/school restrictions within the system you may not make amendments to your enrolment via SOLAR.
Changes to personal details, including updating an address, can be made throughout the year.

20. AMENDMENTS TO ENROLMENT
You will be able to amend your enrolment from 29 January. You must obtain the necessary authorisation from faculty/school officers by completing an ‘Amendment to Enrolment’ form and lodging it with the faculty/school office, or the Student Centre. Most students may withdraw from courses on-line using SOLAR from 29 January, 2001.

Complete program withdrawals or changes to summer semester enrolments will be accepted at any time and MUST be lodged immediately.

If you wish to withdraw completely from your new program offered to you in the January SATAC offer round since receiving and accepting a new offer during the February SATAC offer round you must do so immediately.

20.1 On-line withdrawals
It is possible for you to withdraw from courses on-line using the Student Information System (SIS) in accordance with faculty/school restrictions within the ‘Student On-line Access Resource’ SOLAR. You will also be able to amend certain personal details via SOLAR into SIS. Some faculty computing suites, the Student Centre and the library will allow access to make these changes. Any computers running SOLAR can be used for this purpose. SOLAR is accessible from the START menu.

21. UNIVERSITY CARD
All Adelaide University students are issued with a University Card. Commencing students will be photographed and issued with this card at the temporary location of the Card Centre, Level 5, Union Building after completing their enrolment. You must present your ‘Authority to collect a University Card’ form, which will be issued to you when you lodge your enrolment form with your faculty/school. Any queries regarding the University Card should be referred to the Card Centre (ph: 8303 3363).

New Students and prodigals must proceed from the faculty/school office to the Union Cinema (level 5) to have their photo taken and be issued with a University Smart Card.

If you are enrolling into two programs, you should have the form completed for both programs.

22. STUDENT DIARY
A Student Association table will be set up at the foyer of Level 5, Union Building, during the enrolment period for you to collect your copy of the Student Diary. After the enrolment period, the diary can be obtained from the Student Association Office, Ground Floor, George Murray Building or Union Administration Office, 1st floor, Lady Symon Bldg and Student Union offices at both Waite and Roseworthy campuses.

23. OUTSTANDING OBLIGATIONS
If you have been previously enrolled at this University you must clear your debt with the University before your enrolment can be processed. If you fail to discharge your outstanding obligation with the relevant section of the University, it will not be possible for you to enrol, order an Official Academic Transcript or have your degree conferred. (refer 4.1)

International students should contact Mrs Margaret McAlister, Administrative Services Branch, for conditions of their outstanding debt, ph. (08) 8303 4068.

24. FEES
A fees invoice for each student in:
• Semester based courses will be generated on 20 February with a due date of 16 March.
• Trimester based courses will be generated immediately before the trimester begins with a due date fixed for 2 weeks after the trimester commences.
• Summer based courses will be generated on 20 January with a due date of 16 February.

NB: Invoices will be printed on the 20th of every month thereafter, and the due date will always be the 15th of the following month (except if the 15th falls on a weekend or public holiday then the due date will be the preceding Friday).

24.1 2001 Student Services Fees are as follows:
The Student Services fee is calculated based on the enrolment load. This fee must be paid by the due date stipulated on the fee/tax invoice. Failure to do so will result in a late penalty being applied.
2001 Student Services Fees are as follows:

- **Entrance Fee for new students**: $40 + $  GST
- **Full-time study (> 75%)**: $270 + $27 GST
- **Three-quarter time (>50-75%)**: $202.50 + $20.25 GST
- **Half-time study (>25-50%)**: $135 + $13.50 GST
- **Quarter-time study (25% or less)**: $67.50 + $6.75 GST
- **External study**: $67.50 + 6.75 GST

An enrolment invoice will be sent to each local student as follows:
- *20th February for semester based courses (HECS, Tuition & Student Services fees)*
  (excludes summer semester)

**Payment due by 16 March 2001**

**Higher Education Contribution Scheme (HECS)**
Every new student in a HECS place must complete a HECS Payment Option Form. You will need to complete a HECS form as part of the enrolment process (refer 9). You should read the booklet, “HECS, Your Questions Answered 2001”, which is included in the enrolment package, as it explains all about the scheme and shows you how to work out their HECS liability.

If you choose to pay your HECS fees either completely or partially up-front, the semester 1 is due to be paid by 16 March, 2001. Please refer to ‘HECS Your Questions Answered’ for further details regarding changes to HECS.

**Tax File Numbers(TFN)**
It is a government requirement that all students who choose the “deferred” or “partial” payment option must supply a Tax File Number, or proof of application for a TFN to the University at the Student Centre (please note a proof of application will only be issued from the ATO 10 days before the census date ie: 31 March). Failure to do so by **16 March, 2001** may result in your enrolment being cancelled.

24.2 **Payment of Up-front or Partial HECS**
Up-front or partial HECS for the first semester must be paid by 16 March, 2001. Consequently anyone enrolling after 16 March, 2001 must choose the deferred payment option. If you wish to change your option between 16 and 31 March you can only change from up-front to deferred.

24.3 **Other**

**Tuition Fee Paying Students**

**Local Undergraduate Tuition Fee Paying Students**: If you are enrolled in a fee paying place you will be required to pay your deposit prior to your enrolment being processed. The balance of semester 1 fees are due to be paid by **16 March, 2001**. If applying for a HECS place, please apply for late enrolment. Please note that the Student Services Fee is incorporated in the Tuition fee amount and it will be itemised on the invoice.

**Local Postgraduate Tuition Fee Paying Students**: Tuition fees are due to be paid by **16 March, 2001** for semester 1 and **14th February, 2000** for trimester 1.

**Non-award studies**: Tuition fees for non-award courses (ie: those which do not count towards a university degree) and Student Services fee must be paid by the due date stated on the fee/tax invoice.

**International Full Fee Paying Private Students**: Please direct any fee enquires to the Student Centre (ph: (08) 8303 5208, level 4, Wills Building) and any enrolment queries to the International Student Centre (ph: (08) 8303 4828, level 5, Old Classics Building). If you require your invoice to be sent to a different address to your Adelaide semester address, you must provide a billing address on your enrolment form.

**Instalment payments**: The University will now accept instalment payments for tuition fees only. Please refer to the fee/tax invoice for details.

24.4 **Payment of fees**
Most fees can be paid conveniently through BPAY (arrangements for which should be made with your local bank) or directly to BankSA. **PLEASE REFER TO THEIR INVOICE FOR MORE DETAILS AT THE TIME OF PAYMENT.**

If you have any queries about your invoice, you should contact the Student Centre on (08) 8303 5208 or 1800 061 459 for country or interstate callers.

24.5 **Charges**

- Late enrolment fee (refer 14) $75
- Re-instatement of enrolment fee $50
Replacement enrolment/re-enrolment package $20

25. STUDENT WELFARE AND FINANCIAL ADVICE
Questions about Austudy, Abstudy, Youth Allowance, Student Services Fees and Student Loans should be referred to the Education and Welfare Officers ph. 8303 35430 or 8303 5915 at the Lady Symons Building of the Union.

26. STUDENTS WITH DISABILITIES
Students with disabilities requiring assistance during enrolment should contact the Disability Liaison Officer, (ph: 8303 5962).

27. HANDBOOK OF ACADEMIC PROGRAMS
Adelaide University Handbook of Academic Programs Part I: Undergraduate Programs: Can be purchased from Unibooks, level 2 Union House, North Terrace Campus, or from the Enquiries Offices at the Roseworthy, Thebarton and Waite Campuses.
Adelaide University Handbook of Academic Programs Part II: Postgraduate Programs: Can be purchased from Unibooks, level 2 Union House, North Terrace Campus, or from the Enquiries Offices at the Roseworthy, Thebarton and Waite Campuses.

28. STUDENT GUIDE & TIMETABLE
A Student Guide & Timetable booklet will be enclosed in the enrolment package. Copies of these can be obtained from the Student Centre. The Timetable will also be available on the web at: http://www.adelaide.edu.au/Calendar/volume4/calvol4index.html

29. PRE-ENROLMENT TALKS & PRELIMINARY CLASSES
Pre-enrolment Talks are provided by some faculties/schools. Please refer to your Student Guide & Timetable booklet, pages 8-10.

The aim of Preliminary Classes is to help you make the most of the courses in which you enrol. An ‘Orientation Week Preliminary Classes’ booklet can be obtained from the Student Centre or via the web at: http://www.adelaide.edu.au/studentadmin after 29 January.

30. FRESHERS' DAY
The Adelaide University will be running an orientation program for all undergraduate students who are new to the University. On the Monday of Orientation 19 February, week all faculties/schools will be participating in Freshers’ Day. A flyer with details will be included in the enrolment package.

31 GLOSSARY
Adelaide University has adopted new terminology for its enrolment processes to support the new Student Administration System.

The following is a guide to assist you in completing the enrolment form and understand terms being used already. It is arranged in the order the terminology appears on the enrolment form.

Career - The grouping of academic work undertaken by a student. Careers offered are Undergraduate, Postgraduate Coursework, Postgraduate Research or Non Award.

Academic Program - The primary award in which you are registered for study. Eg: Bachelor of Engineering, Bachelor of Arts, Doctor of Philosophy etc.

Academic Plan - The area of specialisation within an Academic Program which defines the degree you receive on graduation. Eg: B.E.(Chemical Engineering), B.A.(Cultural Studies), etc.

Term - A period of time within an Academic Year in which Classes are presented. Eg: Sem1 = Semester 1, S = Summer, T1 = Trimester 1, etc.

Subject Area - A specific area of teaching offered by the University. Eg: English, Physics.

Catalogue Number - A 4 digit code identifying the subject area, level and campus.

Course Description - A syllabus item offered by the University.

Mode (of attendance) - Specifies your mode of attendance. Eg: I = Internal, E = External, M = Multimodal.
Units - Courses are assigned a unit value.

Component - The different teaching activities within a course. Eg: L = Lecture, T = Tutorial, P = Practical, S = Seminar, etc.

Class - The specific gatherings of students to undertake particular components. Details may include day, time, place and instructor.

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Offering - Assigned to a course and signifies where a course is offered eg; a different campus or within a different career.

Academic Group - The department/faculty/school that administers the Programs and Courses.

Academic Organisation - The faculty/school that teaches the Programs and Courses.