

# INFORMATION NON-AWARD PROGRAM



THE UNIVERSITY  
OF QUEENSLAND

A U S T R A L I A

Brisbane Qld 4072 www.uq.edu.au  
CRICOS Provider Number 00025B

Please retain for future reference

## 1 GENERAL INFORMATION

- Non-award students undertake approved courses at The University of Queensland for personal or professional development. They receive normal instruction, assessment and examination results but are not enrolled in a University of Queensland award program.
- If you wish to undertake approved courses at The University of Queensland for credit towards study at another institution, complete the Cross-Institutional Application Form.
- Non-award students are subject to the rules of The University of Queensland including those relating to late fees and academic progress. For clarification of these rules, consult The University of Queensland myAdvisor website [www.uq.edu.au/myAdvisor](http://www.uq.edu.au/myAdvisor). Course information is also available at [www.uq.edu.au/study](http://www.uq.edu.au/study).
- International students undertaking non-award studies must meet the University's minimum English language proficiency requirements.
- On completion of the course, students may obtain an official academic transcript for a fee.
- Applications must be submitted by – Semester 1: **31 January**; Semester 2: **30 June**; Summer Semester: **31 October**.
- Late applications may be considered.

### Privacy Statement

The University of Queensland complies with Australian and Queensland privacy laws and guidelines. Information collected is treated as confidential and is used for administrative or educational purposes only and to keep in touch with you after you graduate. To comply with legal and administrative obligations personal information is supplied to government agencies. Personal information will not be disclosed unless you agree or the law requires disclosure. Personal information may be used to prepare statistical information which is then distributed in a form that does not identify anyone.

### Disability support

The University is committed to accessibility in teaching, learning and the physical environment and a number of facilities and services are available. Students with a disability should contact a Disability Advisor the year before they intend to commence studies at UQ. Disability Advisor: [www.uq.edu.au/student-services](http://www.uq.edu.au/student-services) (see Disability Program) Phone (07) 3365 1704.

## 2 APPLICATION

An application for non-award enrolment must be submitted and approved before you can enrol electronically using mySI-net (<http://my.uq.edu.au>). To apply you will need to:

### 1 Complete this non-award application form.

Ensure all sections are completed. Incomplete applications may not be processed.

### 2 Provide documentary evidence of tertiary study or relevant work experience.

Your application cannot be considered without this information. Attach complete, officially certified statement(s) of academic transcripts of all tertiary-level studies undertaken, except those undertaken at The University of Queensland, as well as documentary evidence of English language proficiency. Photocopies must be certified by a Justice of the Peace or by the home institution. Examination result slips or copies of degree certificates are **not** acceptable.

### 3 Submit your application to a Student Centre.

- St Lucia – Level 1 JD Story Building (61) *or by post to:* Student Centre
- Ipswich – Level 2 Building 8 The University of Queensland
- Gatton – Building 8101A Brisbane Q 4072

If you wish to have original documents returned, enclose a request together with a stamped, self-addressed envelope.

**Due dates:** Semester 1: **31 January** Semester 2: **30 June** Summer Semester: **31 October**

### 4 This is not an enrolment form. When your application is approved you will be sent written approval, along with information on how to enrol online via mySI-net.

## 3 ENROLMENT

### 1 Enrol by the due date on mySI-net (<http://my.uq.edu.au>).

You can obtain enrolment information from the *Enrolment Guide* available online at The University of Queensland website ([www.uq.edu.au](http://www.uq.edu.au)), via the my.UQ or mySI-net links, or from the Student Centre on any campus. All students are required to enrol online via mySI-net.

### 2 Pay fees by the relevant due date.

The *Enrolment Guide* gives details on due dates for enrolment and payment of tuition fees. Your enrolment is not effective until all fees and charges are paid. If these are not paid by the census date your enrolment will be cancelled.

### 3 Obtain your University of Queensland student ID card.

The *Enrolment Guide* gives details of how and when to obtain your student ID card.



## 4 PROPOSED COURSES

Enter **all courses** for which you seek enrolment at The University of Queensland:

Semester*	Year	Course code	Course title

\* Enter Semester 1, Semester 2, Year Long or Summer Semester. See [www.uq.edu.au/events](http://www.uq.edu.au/events) for Academic Calendar dates.

## 5 DECLARATION

I declare that the information supplied on this form is correct and complete and hereby authorise The University of Queensland to obtain further information where necessary in relation to this application from other institutions directly.

Signature:

Date:

## 6 FOR FURTHER INFORMATION

See The University of Queensland website: [www.uq.edu.au](http://www.uq.edu.au) or email: [enrolments@admin.uq.edu.au](mailto:enrolments@admin.uq.edu.au).

**Note:** This is not an enrolment form. You will be sent details on how to enrol online **via my SI-net** when your application is approved.

### THE UNIVERSITY OF QUEENSLAND OFFICE USE ONLY

Course(s): \_\_\_\_\_

Course prerequisites met?  Yes  No

Approved:  Yes  No

English language proficiency:  Yes  No

Academic Advisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's (or delegate's) signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course(s): \_\_\_\_\_

Course prerequisites met?  Yes  No

Approved:  Yes  No

English language proficiency:  Yes  No

Academic Advisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's (or delegate's) signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_