



DIRECT APPLICATION FORM ... Bachelor of Adult Learning and Development For local/domestic students only*

Return this form to:

BAL&D Admissions Coordinator
Faculty of Education
Building 6
Monash University
Wellington Road
Clayton, Victoria 3800 Australia

Before using this form

For information on courses, entry requirements and which faculty manages your course(s) of interest, refer to the Monash Course Finder

www.monash.edu.au/study/coursefinder/

Please also visit the website of the faculty that manages your degrees of interest or contact the faculty directly: see

www.monash.edu.au/faculties/

THIS FORM IS FOR:

- Australian citizens
- New Zealand citizens
- Australian Permanent resident visa holders
- Australian Permanent humanitarian visa holders
- Off shore residents undertaking off campus study

International students applying for on-campus study, including permanent residents of New Zealand, must apply through Monash International Admissions. Please see:

www.monash.edu/study/international/apply/

THIS FORM IS TO BE USED TO APPLY FOR:

- Undergraduate courses not listed in the VTAC Guide.
- Courses via off campus study mode.

Applications for courses listed in the VTAC Guide must be submitted via VTAC when the application process begins every August (for commencement in March of the following year). Please see www.vtac.edu.au for more information.

- Undergraduate courses open for direct entry after VTAC offer rounds (see the VTAC website in February of each year).
- Undergraduate courses open for mid-year applications (for commencement in July of that year).

Completing this form

- Please print boldly in blue or black ink using block letters
- Please attach one set of supporting documentation (all documents must be certified copies – see below).

Please take careful note of your course's specific application requirements on Course Finder

www.monash.edu.au/study/coursefinder/

Off-Campus Learning applications

A list of courses available via off-campus learning can be found at www.monash.edu.au/offcampus/courses.html

Off-campus application requirements:

1. You must state your proposed study program for ALL courses, including the teaching period (ie, semester one, semester two, or full-year unit). It may be necessary to discuss your study program with a course adviser, particularly if applying for credit. Contact the relevant faculty office as listed in the Off-Campus Learning website www.monash.edu.au/offcampus.
2. Nomination of an examination centre is compulsory (see last page of this form).

For further assistance with your off-campus application, contact: Onshore Student Recruitment Office, Phone: +61 3 9905 1320, Email: offcampus@monash.edu.au, Web: www.monash.edu.au/offcampus

Fee information

Higher education providers may offer students either a 'Commonwealth-supported place' or a 'fee-paying place'. The majority of undergraduate students will be Commonwealth-supported students; however, students may choose to become a fee-paying student or be offered a fee-paying place if a Commonwealth supported place is not available. For more information on tuition fees and loan schemes available, please see: www.monash.edu.au/study/fees/

Certification of documents

All applicants to Monash University courses must provide certified copies of any previous results or qualifications from institutions other than Monash University or Monash College and any other supporting documentation in relation to your application. Examples of such documents include:

- Birth/marriage certificates etc. required as evidence of name change
- Academic qualifications from other institutions including testamurs/academic transcripts/result certificates
- Copy of Australian Permanent Resident Visa or Australian Certificate of Citizenship

Any documentation not properly certified will be returned and your application will not be assessed. Faxed copies will not be accepted. Original documents will not be returned.

The following people are acceptable signatories for certification of documents: A justice of the peace or bail justice; a notary public; a barrister and solicitor of the supreme court; a clerk to a barrister and solicitor if the supreme court; a member of the police force; the sheriff or a deputy sheriff; a registered medical practitioner; a registered dentist; a veterinary practitioner; a pharmacist; a principal in the Victorian government teaching service; the branch manager of a bank; a

member of the institute of chartered accountants in Australia or the Australian society of accountants or the national institute of accountants; a minister of religion (not a civil celebrant).

Overseas qualifications and documentation

Please provide information on the grading structure of the institutions you have attended. Results in a language other than English must be translated. For translations contact the Department of Immigration and Citizenship, Level 24, 2 Lonsdale Street, GPO Box 241E, Melbourne 3000. Telephone: 1300-654-151. Monash University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures.

General Information

- This is an application form only and does not constitute enrolment for any course in the University or entitle an applicant to be classified as a student of the University.
- This application is the property of Monash University. Supporting documentation will NOT be returned.
- It is the applicant's responsibility to advise Monash University regarding any change of address.
- Applicants must provide correct and complete information (including information on all previous studies). If it is found that an applicant has provided incorrect information or withheld relevant information relating to their application, an offer for a place in a course may be withdrawn and/or the enrolment may be cancelled.
- Faxed applications and documents are NOT acceptable. If supporting documentation is not available at time of mailing, enclose an explanatory note indicating an anticipated supply date.

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University to assess your application. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about the application or matters that concern your enrolment at Monash. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

**Direct Application Form - Undergraduate Courses
For local/domestic students only**

Office use only – Session Details		
ID number:	Course code: 2296 Bachelor of Adult Learning and Development	
Academic calendar:	Process category:	Admissions calendar:

Personal details

Title:	Family name:	Given names:
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Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth:	UMAT ID: (if applicable)
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Preferred email address for Monash correspondence during the application process:

Have you applied for Monash courses through the Victorian Tertiary Admissions Centre (VTAC) in the current year?
This applies to all courses listed in the VTAC Guide. Yes No

If you have applied through VTAC in the current year, please supply your VTAC ID Number:

Have you previously applied for and/or studied at Monash College or Monash University? Yes No

If YES, please state Monash ID Number (if known):

Have you changed your name since you last applied/studied at Monash University? Yes No

If YES, please attach relevant documentation.

Have you been excluded from Monash or other tertiary institutions for academic reasons? Yes No

If YES, please provide details of the course(s), year and reasons for exclusion:

Are you a Monash staff member? Yes No

If YES, please state your staff number:

Residency details

Are you a citizen or permanent resident of Australia?

Yes — If yes, please attach a certified copy of your birth certificate or the photo page of your passport.

No — If no, please do not complete this form. International students (including permanent residents of New Zealand) should apply through Monash International Admissions (www.monash.edu.au/study/international/apply).

Are you an international student, not a resident of Australia, applying for off campus study mode?

Yes

Home address (PO Box addresses not acceptable – must be your current home address)

Address:	Suburb/town:
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State:	Country:	Postcode:
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Home Phone:	Mobile:
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Business Phone:	Facsimile:
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Postal address for correspondence (if different from home address)

Address:	Suburb/town:
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State:	Country:	Postcode:
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Monash course preferences

Please note: For information on courses, which faculty manages your course(s) of interest and which courses are available off-campus, please refer to the Monash CourseFinder www.monash.edu.au/study/coursefinder/

Course Title: **Bachelor of Adult Learning & Development**
 Course Code: **2296**
 Campus: **Clayton**

Commencing year and semester: _____

Are you applying for a:
 Commonwealth-supported place
 Fee-paying place
 Both

Full-time or Part-time
 On campus or Off campus

Education

Secondary education

Please indicate the highest level of secondary schooling undertaken. You must attach a certified copy of your final results or results to date (including ENTER, VCE study scores or equivalent Year 12 information). Any outstanding results should be forwarded to the University as soon as these become available.

Qualification obtained:	Institution name:
Year obtained:	State/Country:

Tertiary education

You must provide a certified copy of all academic transcripts (unless the previous study was at Monash, in which case you do not need to provide a transcript). Please use additional pages if space provided is insufficient or provide Curriculum Vitae.

Name of institution	Country	Details of program, studies awards	Year first enrolled	Year last enrolled	Tick if completed

Outstanding results

Are you currently awaiting results of any post-secondary or tertiary studies? Yes No

If yes, name of qualification and institution:

Date on which results will be available:

Recognition of Prior Learning

NOTE: The Bachelor of Adult Learning & Development course requires you to submit a **Recognition of Prior Learning - Application Portfolio** with your application for admission to the course. A copy of this form can be found at <http://www.education.monash.edu.au/students/prospective/howtoapply/undergraduate.html>

English Language Proficiency

State in which way you fulfil the University's English minimum language proficiency requirements by ticking the appropriate statement below. Certified copies of results must be provided in all cases.

- I have achieved a satisfactory level of performance in an English subject at Year 12 or equivalent level where the language of instruction for the whole curriculum was in English.
- I have studied in an institution where English is the language of instruction and assessment for the entire institution for either the equivalent of the first year of a university course (within the past two years if outside Australia), or the equivalent of a two year tertiary program (within the past five years if outside Australia).
- I have undertaken an IELTS (International English Language Testing System – academic) test within the past 24 months and have achieved a minimum overall test score of 6.5 (with reading 6.5, listening 6.5, writing 6.0 and speaking 6.0).
- I have undertaken a TOEFL (American Test of English as a Foreign Language) test within 24 months and have achieved a paper-based test score of 580 with a Test of Written English (TWE) score of at least 4.5 and an internet-based test score of 90 with at least 22 in writing and no section lower than 20.
- All of my secondary schooling was in English and I have successfully completed at least two English-rich university level subjects in an institution where English is the language of instruction and assessment.
- I have successfully completed the Monash University English Language Bridging Program, or equivalent programs, at the appropriate level.

Please note that some courses have higher requirements – please check course information on faculty websites www.monash.edu.au/faculties

- I am applying for a degree in the Faculty of Education and have provided certified copies of results which fulfil the Faculty's requirements stated in www.education.monash.edu.au/students/prospective/english-requirements/

Monash University Special Access Scheme

Monash University has a Special Access Scheme that provides eligible applicants with special consideration in the selection process. For more information on the eligibility and application requirements, please see: www.monash.edu.au/study/applications/undergraduate/musas/index.html

If you believe you are eligible for consideration under the categories listed on the website above, please attach a letter to your application with information on the difficulties you have experienced and supporting documentation.

Will you be submitting an application for MUSAS? Yes No

Employment History

Provide information on your employment history if required by your course(s) of interest. Please use additional pages if space provided is insufficient or provide a Curriculum Vitae.

Dates:	Employer:	Position and duties:	Full or part time	Paid or voluntary

Professional experience and membership

Provide information on your professional experience/membership of professional societies/associations if required by your course(s) of interest. Please use additional pages if space provided is insufficient or provide a Curriculum Vitae.

Year(s)	Appointment held

Personal Statement

Applicants may be required or can elect to include a brief personal statement (300-500 words) about themselves and their interest in the course/s they are applying for. Please attach any personal statement on an additional sheet of paper.

Referees

Applicants may be required or can elect to include information on referees on an additional sheet of paper.

Declaration

I warrant that the information on this form, or provided in support of my application, is correct and complete.

I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence.

Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.

I consent to any educational institution at which I am or have been a student and/or any current or past employer providing Monash University with any information which that institution or employer holds about me concerning my attendance, conduct, grades and/or qualifications or experience to assess my suitability for an offer and/or enrolment.

I have read the University's statement on privacy and the purposes for which my personal information will be used (available at www.privacy.monash.edu.au/guidelines/collection-personal-information.html).

If sponsored, I permit Monash University to release details of my academic progress to my sponsoring body on their request.

I agree to abide by the statutes, regulations and policies of Monash University.

Applicant's Signature: _____

Date / /

Checklist

- | | |
|--|--|
| <input type="checkbox"/> Completed and signed application | <input type="checkbox"/> A curriculum vitae (where appropriate) |
| <input type="checkbox"/> Evidence of Australian citizenship or Australian permanent residency if applying for a Commonwealth Supported Place (CSP) | <input type="checkbox"/> An application for credit if relevant |
| <input type="checkbox"/> Certified copies of official academic transcripts | <input type="checkbox"/> Any other additional information required by individual courses |
| <input type="checkbox"/> Evidence of English language proficiency (if not established by secondary/tertiary transcripts). | |

Office Use Only

Offer of admission

Offer authorised by: _____

Date: __/__/____

- CSP Offer
- Full Fee Offer

Offer of admission with conditions

Offer conditions – please state:

If conditions met – CSP or Full Fee offer

Conditional offer authorised by: _____

Date: __/__/____

Offer conditions met

Authorised by: _____

Date: __/__/____

Basis for Admission:

- Completed higher education course (AUS/OS)
- Complete or incomplete higher education course (AUS/OS)
- Completed secondary education at school/TAFE or other HEP (AUS/OS)
- Complete or incomplete TAFE award course other than secondary education
- Mature age special entry provisions
- Professional qualification
- Other basis

English language entry requirements met by:

Additional Comments or administrative steps:

Rejection – No offer

Reason for rejection: (please tick)

- Not qualified
- Insufficient quota
- Documentation unsatisfactory

Rejection authorised by _____

Date: __/__/____

Reconsideration requested

Outcome:

Authorised by: _____

Date: __/__/____

Application keyed Yes No

Date: __/__/____

Letter sent Yes No

Date: __/__/____

Credit assessed: Yes No

Date: __/__/____

Comments: