

**Single Unit Enrolment:** This form is to be completed by a student who wishes to study a unit (subject) at La Trobe University. Single unit enrolment is only offered on a fee-paying basis to eligible domestic and international students. Single unit enrolments do not lead to an award however credit may be granted towards an award.

Please refer to the University handbook webpage for details regarding available units (subjects): [www.latrobe.edu.au/handbook](http://www.latrobe.edu.au/handbook)

### PERSONAL DETAILS

Have you previously been enrolled at La Trobe University?  Yes  No

If yes, please provide your La Trobe student number:

Family Name: \_\_\_\_\_ Title: (Mr, Ms, Miss, Mrs, Dr) \_\_\_\_\_

Given Names: \_\_\_\_\_ Date of Birth:     /     /     

Address for correspondence: Number and Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone (Business/Mobile): \_\_\_\_\_ Telephone (Home): \_\_\_\_\_

Email: \_\_\_\_\_

Are you an **International Student**?  Yes\*  No

Are you a **U.S. Financial Aid** or **Sponsored Student**?  Yes\*  No

\*Note: If you hold a student visa you must complete within the time your electronic-Confirmation of Enrolment to meet visa requirements. Subjects listed on this form are not credited to an award course. DO NOT use this form if you require the subject you are enrolling in to be credited to the registered course for which you currently hold a student visa. Use a *Variation of Enrolment* form or seek further advice from your faculty or LTI.

LTI Approval (staff signature): \_\_\_\_\_

Date:     /     /     

LTI Stamp

### PROPOSED UNIT/S (SUBJECT/S)

Course Code: \_\_\_\_\_

Unit (subject) code	Unit (subject) Title	Location	Teaching Period	Fees*	LTU Head of School or Nominee

**\* Fees: Applicants are liable for payment of tuition fees to La Trobe University. Students are NOT eligible for HECS-HELP or FEE-HELP for single unit/s of study enrolment.**

### PREVIOUS STUDIES ATTEMPTED

Award	Relevant Unit/s (Subjects)	Institution	Last year attempted	Completed
				Yes/No
				Yes/No
				Yes/No

### LA TROBE UNIVERSITY - FACULTY APPROVAL

All applications MUST be signed and dated by a staff member. Applications WILL NOT be accepted without this information.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ SIS ID Number: \_\_\_\_\_ Date:     /     /

## ENROLMENT STATISTICS

a) Are you of Aboriginal or Torres Strait Islander Descent?

Are you of Aboriginal Descent?  Yes  No

Are you of Torres Strait Descent?  Yes  No

b) Please select the citizenship/residency status that applies to you:

Australian Citizen

New Zealand Citizen

Permanent Humanitarian Visa (you will be required to provide evidence of permanent humanitarian visa)

Permanent Resident Status Date you obtained Permanent Resident Status / /

Temporary Entry Permit (please note if you are the holder of a temporary visa you must apply as an International Student. Please contact La Trobe International for further information. La Trobe International: Phone (03) 9479 1199; Email: [International@latrobe.edu.au](mailto:International@latrobe.edu.au); webpage: [www.latrobe.edu.au/international](http://www.latrobe.edu.au/international))

Other (please specify)

c) Residence:

Permanent home residence postcode:

If residence is overseas, state country:

Semester residence postcode:

If residence is overseas, state country:

Year 12 residence suburb postcode:

If Year 12 residence is overseas, state country

Country of Birth:

If born overseas, indicate year of arrival in Australia:

Language spoken at permanent residence:

d) Did you complete year 12?  Yes  No

If Yes, in what year did you complete Year 12?

e) What is your highest level of educational participation prior to commencement of this course?

02 Completed Higher Educational postgraduate level course completion year

03 Completed Higher Educational Bachelor level course completion year

04 Completed Higher Education sub-degree level course completion year

05 Have started but not completed Higher Education course last year of participation

07 Completed final year of secondary education course at school or TAFE completion year

08 Completed other qualification or certificate of attainment or competence – complete or incomplete completion year

09 No prior educational attainment

10 Completed Vocational & Technical Education course (e.g. TAFE) completion year

11 Have started but not completed a Vocational & Technical Education course (e.g. TAFE) last year of participation

## CHECK LIST

- Have you answered ALL questions?
- Have you attached original or certified copies of all necessary documents?
- Have you attached certified English translations of documents not in English?
- If applying for Advanced Standing (credit), have you attached syllabus/curriculum details (e.g. handbook entry)?
- Have you signed and dated the application?
- International Students only** Have you provided your credit card details or attached the A\$80 application fee as a bank draft or cheque?
- Have you kept a copy for yourself?

## DECLARATION AND AGREEMENT

I declare that the information provided with this application is true and complete in every detail. I authorise La Trobe University or its agent to obtain further information about me from educational and other institutions which I have attended, and from Australian government authorities such as DIAC and DEEWR.

I acknowledge that La Trobe University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment which has been made on the basis of incorrect or incomplete information.

I am aware of the conditions relating to my admission and agree to pay all fees for which I am liable, and have read and agree to the conditions relating to the Refund Policy and Privacy Statement as set out on the University's website at <http://www.latrobe.edu.au/international/fees/tuition>

This agreement does not remove my right to take further action under Australia's consumer protection laws.

I consent to the University:

(a) Using and disclosing my personal information in accordance with the University's Refund Policy and Privacy Statement; and

(b) Disclosing my personal information to a third party, authorised by the University, to enable the third party to contact me for the purposes of providing me with information about the University.

I accept that this application and supporting documentation become the property of La Trobe University and are not returnable.

Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

Signature: \_\_\_\_\_

Date: / /

### Contact Details:

#### La Trobe International

La Trobe University Victoria 3086 AUSTRALIA

Telephone: +61 3 9479 1199 Facsimile: +61 3 9479 3660

Email: [international@latrobe.edu.au](mailto:international@latrobe.edu.au) Web: [www.latrobe.edu.au/international](http://www.latrobe.edu.au/international)

#### Student Administration Office

La Trobe University Victoria 3086 AUSTRALIA

Telephone: +61 3 9479 2005 Facsimile: +61 3 9479 1994

Email: [studentcentre@latrobe.edu.au](mailto:studentcentre@latrobe.edu.au) Web: [www.latrobe.edu.au/](http://www.latrobe.edu.au/)