



This form is to be completed by a student who wishes to study a single subject at La Trobe University, but who is not enrolled in a La Trobe University course.

### About Single Subject Enrolment

- Single subject enrolment is offered on a fee-paying basis to eligible applicants (see Eligibility Criteria below).
- Single subject enrolments do not lead to an award, however a student who is subsequently admitted to a course of the University may apply for [advanced standing](#) for any subjects successfully completed. Advanced standing may not be guaranteed.
- Information regarding subjects available at La Trobe University can be found via the [Subject Search Database](#). Please note that not all subjects are approved for single subject enrolment. More information is also available at the [Single Subject Entry web page](#) and the [La Trobe Online website](#).
- Please refer to the [Single Subject Studies Policy](#) for more general information.

### Eligibility criteria – who can apply for Single Subject Enrolment?

- **Domestic students** who have satisfied any applicable entry requirements for the specific subject for which they wish to apply. Please check the [Subject Search Database](#).
- **International students** who hold a temporary visa (other than a student visa).

International students who hold a **student visa** are not eligible to enrol in single subjects. If you are on a student visa and wish to enrol in an additional subject that is outside the normal requirements of your course you need to complete one of the following forms depending on your home institution:

- if you are international student already enrolled at La Trobe University complete a Variation of Enrolment form
- if you are an international student enrolled at another institution in Australia, and wish to apply to study a subject at La Trobe to be counted towards completion of your course at your home institution you are considered an 'inbound' student, and should apply using the [Application for Cross-Institutional Enrolment Inbound](#) form.

International students must check their individual visa conditions to see if they are eligible to study, or contact the [Department of Home Affairs \(DoHA\)](#) for further information. Further advice for international students is available at: <http://www.latrobe.edu.au/students/international/locations>.

### Fee payment

- Applicants are liable for payment of tuition fees to La Trobe University. Information on fees can be found at the [Costs, fees and scholarships web page](#).
- Students are NOT eligible for HECS-HELP or FEE-HELP for single subject/s of study enrolment.
- Temporary visa holders are liable for international student fees. Contact [La Trobe International](#) for more information.

## Submit this form:

DOMESTIC STUDENTS: please submit to ASK La Trobe through [Ask a question online](#).

INTERNATIONAL STUDENTS: please present this form to [La Trobe International \(LTI\)](#).

# STUDENT SECTION

## SECTION A: Personal details

Have you previously been enrolled at La Trobe University?

Yes  No

If yes, please provide La Trobe University student ID number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Surname Given

name/s  Date of birth  /  /

Address

Suburb/City  State

Postcode  Country (if not Australia)

Phone Number  Email

Are you Under 18?

Yes  No

If you are under 18 a parent/guardian must also sign the student declaration and agreement below.

Are you an international student holding a student visa?

Yes\*  No

If **YES**, please complete the below questions. If **NO**, please proceed to Section B

Is your visa valid for the duration of the nominated study period?

Yes\*  No

What country was your passport issued from?

Please provide a certified copy of your passport and visa and evidence of English language proficiency (ie: certified copy of IELTS or TOEFL test results certificate).

## Section B: Proposed subject/s

Subject code	Subject title	Teaching period	Location	Credit point value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note: Students are NOT eligible for HECS-HELP or FEE-HELP for single subject/s of study enrolment.

If you are an international student does your visa permit you to study part-time in Australia?

Yes\*  No

\*International Students **MUST** have Section F completed by La Trobe International (LTI) prior to submitting this form.

**Section C: Previous studies attempted**

Please attach certified copy of transcripts or evidence of completion of prior studies, with English translation if applicable

Course/Award	Subjects	Institution	Last year attempted	Completed
				Yes/No
				Yes/No
				Yes/No

**Section D: 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 indicate your visa subclass
- Other (please specify)

c) 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?

- Completed Higher Educational postgraduate level course Year completed
- Completed Higher Educational Bachelor level course Year completed
- Completed Higher Education sub-degree level course Year completed
- Have started but not completed Higher Education course Last year of participation
- Completed final year of secondary education course at school or TAFE Year completed
- Completed other qualification or certificate of attainment or competence - complete or incomplete Year completed
- Completed Vocational & Technical Education course (e.g. TAFE) Year completed
- Have started but not completed a Vocational & Technical Education course (e.g. TAFE) Last year of participation
- No prior educational attainment

**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?
- Have you signed and dated the application?
- Have you kept a copy for yourself?

## **Section E: Student declaration and agreement**

- 1.1 I declare that I have read and understood the information in the [La Trobe Privacy - Personal Information Policy](#) with respect to lodging a subject application. Specifically, I have read and understood what information is collected, how that information is used under what conditions and to whom it is specifically disclosed.
- 1.2 I declare that I have provided true and complete information while completing my subject application or will contact the institution or self-correct any errors or omissions immediately.
- 1.3 I understand that omitting details about my education history or not supplying required supporting documentation when advised to do so may jeopardise my chances of being accepted
- 1.4 I acknowledge that the University also reserves the right to vary subjects, the mode of delivery, assessment and admission requirements at any time at its discretion.
- 1.5 I acknowledge La Trobe University places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission
- 1.6 I authorise La Trobe University to access the DoHA's Visa Entitlement Verification Online System (VEVO) to obtain information on my visa status (if applicable).
- 1.7 I have completed all sections of the application form. I accept that this application and supporting documentation become the property of La Trobe University and are not returnable. I understand this agreement does not remove my right to take further action under Australia's consumer protection laws.
- 1.8 I have read and I understand the declaration above.

Signature of student  Date

Signature of parent/guardian if student is under 18  Date

## **OFFICE USE ONLY**

### **Section F: La Trobe International approval**

Approved  Not approved  Supporting documentation attached

LTI staff member  Signature

LTI Stamp

Position  Date

### **Section G: School approval**

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

Name  Signature   
Position  Date

### **Contact details:**

#### **La Trobe International**

La Trobe University Victoria 3086 AUSTRALIA

Email: [intapplication@latrobe.edu.au](mailto:intapplication@latrobe.edu.au)

Web: <http://www.latrobe.edu.au/international>

Telephone: +613 9479 1199

#### **ASK La Trobe Help Zone**

Level 1, Borchardt Library

La Trobe University Victoria 3086 AUSTRALIA

Contact: [ASK La Trobe](#)

Telephone: 1300 52 87623