

Higher Education Enrolment Form 2023



All new and continuing domestic and international students have access to enrol online.
This form is primarily for Miscellaneous students.

SECTION 1 – STUDENT STATUS – All students must complete

- Ensure you nominate if you are a new student or a continuing student in this course.

- I am a new student in this course who has **not** previously studied at Charles Darwin University.
- I am a new student in this course who has previously studied at Charles Darwin University.
- I am a continuing student in this course.

SECTION 2 – PERSONAL DETAILS – All students must complete

- Provide your six-digit Student Number (new students will be issued with a Student Number as soon as this enrolment is processed).
- Ensure that you provide your Title, Surname, Given Name, Gender and Date of Birth (your Preferred Name and Former Surname are optional fields).
- EMAIL – your student email will be your six-digit student number with an “s” at the start (for example) s007007@students.cdu.edu.au.
- Unique Student Identifier (USI) - this is compulsory for all students. Your enrolment cannot be actioned without this.
- POSTAL ADDRESS – enter the address where you would like your correspondence sent and your preferred contact telephone number.
- HOME ADDRESS – enter your permanent Home Address. This address must not be a PO Box.
- EMERGENCY CONTACT DETAILS – enter the name of your emergency contact person, along with two telephone numbers on which they can be contacted.
- SEMESTER ADDRESS – Please provide an Australian street address if different from your Home Address. This address must not be a PO Box.

Student Number

Title

Mr Mrs Ms Miss Dr

Optional

Surname

Given Names

Chosen Name

Optional – NOT a Nickname

Gender

Female Male (Indeterminate/
Intersex/Unspecified)

Date of Birth

dd/mm/yyyy

Approx

Email

Former Surname

If Applicable

Are you a CDU staff member?

Yes

No

Have you previously provided CDU with a USI number?

Yes

No

If no, please provide your USI number in the space provided below. If you do not have a USI, visit www.usi.gov.au to apply for your USI and activate your USI account.

Home Address – If different from your Postal Address

Number & Street

Cannot be a PO Box

Suburb/Town

State & Post Code

Country

Postal Address – All students must complete

Number & Street
or PO Box

Suburb/Town

State & Post Code

Country

Home Phone

Work Phone

Mobile Phone

Emergency Contact – All students must complete

Contact Name

Contact Phone 1

Contact Phone 2

Semester Address – If different from your Home Address

Number & Street

Cannot be a PO Box

Suburb/Town

State & Post Code

Country

SECTION 3 – COURSE DETAILS – All students must complete

- Ensure that the Course and Location that you select are available. The University’s website has this information - www.cdu.edu.au/courses

CDU Course Code

Course Name

Location

- Casuarina
 Darwin Waterfront
 Batchelor
 Sydney
 Alice Springs
 External
 DPC Alice Springs

SECTION 4 – UNIT DETAILS – All students must complete

- You need to enrol for the whole year. This includes Semester 1 and/or 2 and any other Teaching Periods as listed on the table below.
- Ensure that the units you select are available in the Teaching Period, Location and Unit Mode you indicate on this form. The University’s website has this information - www.cdu.edu.au/units
- International Students must enrol in a ‘full-time’ study load – this usually means 4 x 10 credit point units per semester.

Teaching Period		Location		Unit Mode
S1 - Semester 1	Int 1 - HE Intensive 1	CAS - Casuarina	WFD - Darwin Waterfront	I - Internal
S2 - Semester 2	Int 2 - HE Intensive 2	ASP - Alice Springs	DPC - Desert Peoples’ Centre	E - External
	Int 3 - HE Intensive 3	BAT - Batchelor		
	Int 4 - HE Intensive 4	For external units enter Ext as the location		
	Int 5 - HE Intensive 5			
	Int 6 - HE Intensive 6			

Unit Code	Period	Location	Mode	Unit Name
<i>Example: CUC100</i>	<i>S1</i>	<i>CAS</i>	<i>I</i>	<i>Academic Literacies</i>

SECTION 5 – Australian Government Department of Education, Skills and Employment

- If you are commencing as a Commonwealth supported student in 2023 then you must complete a *Request for Commonwealth support and HECS-HELP* form. Please note that enrolments cannot be processed without the correct Department of Education, Skills and Employment form.
- If you are continuing as a Commonwealth supported student in 2023 then you only need to complete a new form if you want to:
 - change your payment option; or
 - transfer to another course eg Bachelor of Arts to Bachelor of Science.
 - Please note that enrolments cannot be processed without the correct Department of Education, Skills and Employment form.
- If you are commencing as a fee-paying student (a non-Commonwealth supported student) in 2023 you only need to complete the *Request for FEE-HELP assistance* form if you wish to access FEE-HELP.

- I am commencing as a Commonwealth supported student in 2023 and my completed *Request for Commonwealth support and HECS-HELP* form is attached to this enrolment form.
- I am continuing as a Commonwealth supported student in 2023 and have either changed my payment option or transferred to another course. My completed *Request for Commonwealth support and HECS-HELP* form is attached to this enrolment form.
- I am commencing as a fee-paying student in 2023 and wish to access FEE-HELP. My completed *Request for FEE-HELP* form is attached to this enrolment form.

SECTION 6 – ADDITIONAL INFORMATION

Your answers to the following questions will assist the University in providing you with appropriate educational and support services and advice.

Q1. Approximately how many hours of paid employment per week do you anticipate engaging in during semester?

- None
 1 - 4 hours per week
 5 - 10 hours per week
 11 - 19 hours per week
 20 - 35 hours per week
 > 35 hours per week

Q2. Approximately how many hours per week during semester do you anticipate that you will be providing unpaid care, help or assistance to family members or others?

(This includes childcare for children under 15 years of age, or dependency related to age, disability or illness.)

- None
 1 - 4 hours per week
 5 - 10 hours per week
 11 - 19 hours per week
 20 - 35 hours per week
 > 35 hours per week

SECTION 7 – STATISTICAL INFORMATION –All students must complete unless stated otherwise

The Australian Government Department of Education, Skills and Employment requires this information to be collected for statistical purposes.

Q1. Are you of Australian Aboriginal or Torres Strait Islander origin?

- Neither Aboriginal nor Torres Strait Islander
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, Aboriginal and Torres Strait Islander

Q2. What is your Citizenship and Residence Status this year?

- Australian citizen (including Australian citizens with dual citizenship)
- New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship. (Note: includes any such persons who have Permanent Resident status)
- I have a permanent humanitarian visa
- I have a permanent residency visa other than a permanent humanitarian visa
- I have a temporary entry permit or am a diplomat or a dependent of a diplomat (except New Zealand) and resides in Australia during this unit of study
- Not one of the above categories and I am residing outside Australia during my unit of study

Q3. If you have Permanent Resident status, which statement best describes your circumstance?

- Permanent Residence status does not apply to me
- I am residing in Australia during the semester OR outside Australia as per the course requirement
- I am residing outside Australia for the semester
- On enrolment day I met the residency requirements more than 12 months ago

The University must have a certified copy of your current visa documentation. Please help us to process your enrolment by providing a certified copy of your current visa as soon as possible if you have not already done so.

Q4. In what country is your permanent home residence?

- Australia, postcode
- OR
- Overseas, name of country _____

Q5. In what country is your residence during the year?

- Australia, postcode
- OR
- Overseas, name of country _____

Q6. In what country were you born?

- Australia
 - OR
 - Overseas, name of country _____
- Year of arrival in Australia

Q7. Do you speak a language other than English at your permanent home residence?

- No
- Yes, language _____

Q8. Where was your permanent home residence during Year 12?

Suburb/Town: _____

Postcode

Q9. In what year did you leave Secondary School?

Q10. What is your highest educational attainment prior to commencement?

- Doctoral Degree
- Master Degree
- Graduate Diploma or Graduate Certificate
- Bachelor Degree
- Diploma
- Certificate IV
- Certificate III
- Certificate II
- Certificate I
- None of the above

Q11. What was the highest level of education completed by your parent/guardian #1 and your parent/guardian #2

- | #1 | #2 |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Postgraduate Qualifications (eg. Masters, PhD) |
| <input type="checkbox"/> | <input type="checkbox"/> Bachelor Level Qualifications |
| <input type="checkbox"/> | <input type="checkbox"/> Other Post School Qualifications (eg. VET/TAFE Certificate, Completed Apprenticeship, Associate Degree or Diploma) |
| <input type="checkbox"/> | <input type="checkbox"/> Completed Year 12 Schooling or equivalent |
| <input type="checkbox"/> | <input type="checkbox"/> Did not Complete Year 12 Schooling or equivalent |
| <input type="checkbox"/> | <input type="checkbox"/> Completed Year 10 schooling or equivalent |
| <input type="checkbox"/> | <input type="checkbox"/> Did not complete Year 10 schooling or equivalent |
| <input type="checkbox"/> | <input type="checkbox"/> Don't Know |
| <input type="checkbox"/> | <input type="checkbox"/> Not Applicable |

Q12. Do you consider yourself to have a disability, impairment or long-term medical condition?

- No
 - Yes
- If yes, then please indicate the areas of disability, impairment or long-term condition **and** indicate if you would like to be contacted regarding advice on support services, equipment and facilities that may assist you.
- | | |
|---|--|
| <input type="checkbox"/> Hard of Hearing/Deaf | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Physical disability | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Intellectual disability | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Specific Learning Disability | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Mental health condition | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Acquired brain injury | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Low Vision/Blind | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Medical condition | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Neurological condition | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Other disability | <input type="checkbox"/> please contact me |
| <input type="checkbox"/> Not specified | <input type="checkbox"/> please contact me |

SECTION 8 – HIGHER EDUCATION AND HIGHER DEGREE BY RESEARCH ENROLMENT FORM DECLARATION AND SIGNATURE – All students MUST complete

- Read the declaration, and if in agreement then sign and date the form
- **Additional Documentary Evidence – must be provided if you:**
 - Changed your name (documentary proof is required – driver’s licence, marriage certificate, passport or statutory declaration)
 - Became a permanent resident (documentary proof is required – passport or permanent residency documentation – document must state the month and year residency was granted)
 - Became an Australian Citizen – (documentary proof is required)

PRIVACY STATEMENT

Charles Darwin University (“CDU”) is committed to protecting the privacy of every individual and handling personal information in an appropriate way. Personal information is defined under the *Privacy Act 1988* (Cth) to mean information or an opinion about an identified individual or an individual who is reasonably identifiable. Types of personal information include sensitive information (racial or ethnic orientation, political opinion, religious beliefs, sexual orientation, criminal record, etc.), health information (which is also sensitive information), credit information, employee record information and tax file number information (“personal information”).

For information on how CDU will manage your personal information and how we will use that information please see our Privacy Notice at [cdu-privacy-notice.pdf](#) and our GDPR Privacy Notice at [Microsoft Word - cdu-gdpr-notice.docx](#); as well as our Privacy and Confidentiality Policy at <https://policies.cdu.edu.au/view-current.php?id=1>.

For further information on privacy at CDU, please contact the Privacy Officer at privacy@cdu.edu.au.

STUDENT DECLARATION

Enrolment and Fees

1. I declare that I have read the instructions for completing my enrolment and that the information I have provided in connection with this enrolment is true and complete.
2. I will promptly notify CDU of any change to my personal details and acknowledge that a failure to do so will not be an accepted reason for failing to respond to correspondence from CDU.
3. I accept that CDU will contact me via email, SMS and/or phone throughout the duration of my study and after I leave CDU for a variety of purposes.
4. I acknowledge that I must ensure that my enrolment and withdrawal is correctly managed in line with CDU policy.
5. I acknowledge that it is my responsibility to enrol correctly and that I must only enrol in units that comply with the requirements of my course. I have also read the recommended study plan for my course, which can be found at <http://www.cdu.edu.au/courses>.
6. I agree to meet all enrolment deadlines and make payment of all fees arising from this enrolment by their due date. I understand that I must accept the consequences of not meeting these due dates in accordance with instructions either published by CDU or sent to me in any correspondence from CDU relating to my enrolment.
7. I acknowledge that, unless I withdraw from a unit prior to the census date, I will be liable for the relevant tuition fee or student contribution amount, student services and amenities fees, and any other fees or charges applicable to my enrolment.
8. I agree to provide my Australian Government issued Unique Student Identifier (USI) within the required timeframe (if applicable).
9. I authorise CDU to transfer my enrolment to the newest course version at the next available enrolment period, where a course has been replaced and when there is not credit disadvantage to me. I understand that CDU will advise me of this in writing prior to any course changes.

CDU Rules

10. I agree to be bound by CDU’s policies and procedures.
11. I agree to act in accordance with the lawful instructions of the officers of CDU.

Communication and Notices

12. I acknowledge that CDU correspondence, including formal notices and other communications, may be issued to me electronically and/or via my CDU email account and I agree to check these announcements and CDU emails on a regular basis.

Marketing/Promotional Material

13. I acknowledge that I may be photographed, recorded and/or filmed while I am enrolled at CDU. I hereby consent to the use of any photographs, films, videos and audio recordings of my appearance for promotional, commercial and marketing purposes on any present or future media or means known or unknown by CDU. CDU will, wherever possible have regard to my cultural, family and personal sensitivities. I also acknowledge that I may cancel this consent at any time by contacting student.central@cdu.edu.au.

Information Sharing

14. I acknowledge that CDU may share my personal information with third parties when they have a valid reason to do so, for example:
- agents or appointed representatives;
 - partnered universities or organisations;
 - regulators which may include Tertiary Education Quality and Standards Agency (TEQSA), Independent Commission Against Corruption (ICAC), Information Commissioner NT, and the Australian Government Department of Education, Skills and Employment (DESE); as well as other regulators and law enforcement agencies in Australia and around the world;
 - solicitors (who may be legal representatives for you, CDU, or a third party) and other professional services firms (including CDU's auditors); and
 - CDU's insurers who work with CDU to help manage the insurance claims process.
15. I acknowledge that CDU may also make my personal information available to their controlled and associated entities and service providers who assist CDU in providing services to me.

Academic Integrity

16. I agree to maintain the highest ethical standards of academic integrity. CDU's Student Academic Integrity Policy can be viewed at <https://policies.cdu.edu.au/view-current.php?id=50>.
17. I acknowledge that I have a responsibility to appropriately acknowledge the contribution of others in all academic work I complete.
18. I recognise that plagiarism, cheating, collusion, fraud, fabrication or falsification of data are not acceptable.

CDU Alumni

19. I acknowledge that upon completion of my course, my CDU student account and associated email address will become a CDU Alumni account and email address. CDU will continue to contact me as an Alumni of CDU post-graduation and I understand that I can opt-out from an Alumni account at any time by contacting alumni@cdu.edu.au.

I have read, understood and agree to the above statement and declaration

Signature of Student: _____ **Date:** _____

SECTION 9 – WHERE TO SEND YOUR FORM

- Your Enrolment form and appropriate Australian Government Department of Education, Skills and Employment form (if required) can be posted or hand delivered to Student Central.
- If you have any questions regarding your enrolment then email enrolmenthelp@cdu.edu.au or contact Student Central on 1800 061 963.

Postal Address

Student Central
Charles Darwin University
DARWIN NT 0909
AUSTRALIA

Hand deliver

Student Central
Orange 1 Casuarina Campus
Charles Darwin University
Ellengowan Drive
DARWIN

Hand deliver

Student Central
CDU Darwin Waterfront
Ground Floor, 21 Kitchener Drive
DARWIN

Hand deliver

Student Central
Alice Springs Campus
Charles Darwin University
Grevillea Drive
ALICE SPRINGS