

This form is NOT for use by:

- new students wishing to change preference,
- fourth year Applied Science students,
- International students,
- students studying a subsequent or concurrent degree.

Please note that applications submitted later than two weeks before the start of the study period MAY NOT be processed in time for that study period. Some Medicine, Health and Molecular Science courses have earlier application deadlines, please go to www.jcu.edu.au/fmhms/forms

New students should contact the Student Enquiry Centre: Townsville 4781 5255 or Cairns 4042 1000

If you are a Commonwealth supported student, please include a new *Request for Commonwealth Support and HECS-HELP* form with this application.

1. PERSONAL DETAILS

Student number (8 or 10 digit number)

Title: Dr Mr Mrs Ms Miss Other: _____ Date of birth (dd/mm/yyyy): _____/_____/_____

Given names: _____ Family name: _____

Permanent home address: _____
(PO Box is not acceptable for this address)

Postcode: _____ Telephone: _____

JCU email address: _____ Mobile phone: _____

Work phone number: _____ Fax number: _____

Are you an international student? Yes No
If yes, do not complete this form. A course transfer form for international students is available on the **Current Students** website.

In what year did you leave secondary school? Did you complete Year 12? Yes No

Has your name changed since you were last enrolled? [If yes, certified documentary evidence is required] Yes No

If your application is successful, once you are admitted to your new course you will be required to check and update your personal details through eStudent.

2. COURSE INFORMATION

Current course
Course code: _____ Course title: _____ Campus: _____ Year last enrolled: _____

Are you required to show cause this course? Yes No
If yes, have you submitted a **Statement of Reasons** form? Yes No If no, please attach a Statement of Reasons to this application.

Proposed course
Preference 1: Course code: _____ Course title: _____ Campus _____ Major 1: Title _____
Major 2: Title _____

Please list any other course/s you want to be considered for in this intake period, should you be unsuccessful in the above application. You will be offered a place in your highest approved preference.

Preference 2: Course code: _____ Course title: _____ Campus _____ Major 1: Title _____
Major 2: Title _____

Preference 3: Course code: _____ Course title: _____ Campus _____ Major 1: Title _____
Major 2: Title _____

When do you wish to start study? Study Period _____ Year _____

Do you intend to study: Full Time Part Time

Do you intend undertaking a block subject in January, June or July? Yes No

Do you intend to study: Internal External Limited Attendance

3. ADVANCED STANDING (includes JCU subjects and external studies)

Notes for students applying for advanced standing:

- Advanced standing for study undertaken at another institution is granted for degree purposes only. It is your responsibility, through the institution at which the study was completed, to ensure the acceptability of these subjects for professional accreditation purposes.
- Advanced standing is allocated against the requirements of your admitted course at the time the advanced standing application is lodged. If you change course/major it may influence the advanced standing that is applicable and/or the remaining requirements for the completion of your course.
- It is your responsibility to ensure that you are not enrolled in any subject/s after the census date for which advanced standing is pending. You will incur fees for subjects that you are enrolled in after the census date, even if you later receive advanced standing.
- Advanced standing will only be assessed on original or certified copies of academic record or other documentation. All documents **MUST** be provided in English.
- If applying for advanced standing for Recognised Prior Learning (RPL) or Professional Experience (PE), please indicate these codes in column one.

STUDENT TO COMPLETE:			OFFICE USE ONLY:					
	Subjects undertaken at another institution	Subjects undertaken at JCU	Outcome G (Granted) N (Not granted)	Not granted reason (codes listed below)	Type of Advanced Standing granted			
					Exempt JCU subject code with credit points (eg BU1010:03)	General: Indicate option/ elective line that this credit is to be applied to (if required)	Number of credit points reduced from the course per year	
							Credit Point Value	Year Level
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
				TOTALS:				

NOT GRANTED REASON CODES: **ISC** – Inadequate support for claim **ICR** – Insufficient credit remaining **IWE** – Inadequate work experience **QNE** – Qualifications not equivalent **QNR** - Qualifications not relevant

COMMENTS:

4. EDUCATION LEVEL OF YOUR PARENTS OR GUARDIANS

These questions are about the highest level of education completed by your parents or guardians.

The Australian Government Department of Employment, Education and Workplace Relations requires this information to be collected for statistical purposes. It will not be used by James Cook University in the assessment of your application.

Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent/ Guardian 1: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	Parent/ Guardian 2: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	What is the highest level of education completed by your parent/guardian (tick one):
<input type="checkbox"/>	<input type="checkbox"/>	Postgraduate qualification (e.g. Graduate diploma, masters degree, PhD)
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor degree
<input type="checkbox"/>	<input type="checkbox"/>	Other post-school qualifications (e.g. Associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling,* continued at school, but didn't complete Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Didn't complete Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Don't know

*or equivalent

5. DECLARATION

I have read and understood the details of the Terms of Agreement and hereby declare that should I be admitted to a proposed course as outlined in Part 2 of this form, I agree to be bound by the Terms of Agreement below.

I certify that the information provided on this form is, to the best of my knowledge, complete and correct.

Signature of student: _____ Date (dd/mm/yyyy): ____/____/____

6. TERMS OF AGREEMENT

1. Bound by Statutes, Policies and Rules

I agree to be bound by the Statutes, rules and policies of the James Cook University (the University) as amended from time to time and will be subject to the lawful instructions of the officers of the University.

2. Payment of Fees

I agree to pay all fees, levies and charges directly arising from my enrolment, by the payment due date.

3. Provision of Information

I acknowledge that the University may pass on information about me to Centrelink, the Department of Education, Employment and Workplace Relations, the Department of Immigration and Citizenship, the Australian Taxation Office, and to other organisations and persons where required or authorised to do so by law. Personal information will not be disclosed to any other external bodies or persons without my authorisation unless a valid legal request has been made.

4. Variation of Website Information

The information contained in the University's website and publications is subject to change. The University reserves the right to amend or modify without notice the content of the website and other publications. The University will attempt to inform students of changes which may affect their enrolment.

5. Cancellation or variation of subject requirements

5.1 The University reserves the right to not offer subjects which do not meet indicative minimum enrolment numbers. These enrolment numbers are:

Level:	Townsville	Cairns
Level one subjects:	40	20
Level two subjects:	20	10
Level three and four subjects: (excluding Honours)	10	5

5.2 Subjects are offered on condition that staff and resources are available. The University reserves the right to cancel or vary the requirements of a subject at any time, if for reasons beyond its control (including withdrawal of funding) and in the reasonable opinion of the University, the staff and resources available for the subject fall below the level required for the proper delivery and teaching of the subject. The University will make every reasonable effort to ensure that the cancellation or variation to the requirements of any subject will not impede the progress of students towards the completion of their course.

6. Restrictions on enrolment in subjects

The University may restrict enrolments in subjects where numbers are in excess of those that a school can teach efficiently, or for which it can provide adequate physical resources. Where a subject is oversubscribed, students adversely affected should consult their Associate Dean, Faculty Registrar or Academic Adviser.

6. TERMS OF AGREEMENT CONTINUED:

7. Tuition contact hours

7.1 The hours of tuition for any subject may be modified or combined, but in total will not exceed the hours published in the JCU Course and Subject Handbook. Unless otherwise advised, classes should begin on the hour and finish at, or before, ten minutes to the hour.

7.2 If you are studying on campus, the published lecture timetable must be consulted for the days and times when lectures, tutorials, workshops, etc are scheduled.

7.3 The University is under no obligation to replace classes which would have fallen on a day that is a public holiday, or is otherwise lost by circumstances beyond the University's control.

However, where classes are scheduled to be held on a day that is lost, faculties and schools may make alternative teaching or study arrangements if they believe that achievement of student learning outcomes will be adversely affected.

8. Recording of Student's Image

I understand that an electronic photographic image of myself is collected and stored by the University for student identification purposes. This image may be accessed and used by approved University Officers where photographic identification is reasonably required by the University.

9. Receipt of Electronic Information

I understand that I will receive information electronically from the University. I agree to access my University email at least twice a week to receive official communications from the University and to make regular use of StudentsOnline and eStudent to check personal and fee information, and self manage my enrolment (unless approval for exemption is granted).

10. Payment of Domestic Tuition Fees

I understand that if I have been granted a Commonwealth supported place -

- a) If I do not complete the course within my allocated Student Learning Entitlement, I must pay domestic tuition fees for any subjects that remain to be completed.
- b) If I am a New Zealand citizen or permanent (non-humanitarian) resident, I must reside in Australia for the duration of my study to maintain my place.

11. Clinical Placements

11.1 I acknowledge that, if I am studying a course that includes prescribed professional or clinical placements, I may be required to undertake such placements away from the campus at which I am enrolled, at my own expense. (Note: health professional courses generally involve extensive professional or clinical placements).

11.2 I acknowledge that if I am studying a course that includes a prescribed professional or clinical placement(s) and that placement(s) may involve contact with children under 18 years, I must –

- a) obtain a Suitability to Work with Children Card (which involves a criminal history check undertaken by the Queensland Police) before the start of the first placement; and
 - b) subsequently, retain a current Suitability to Work with Children Card for the duration of the course; and
- I acknowledge that should I fail to meet the above requirements regarding the Suitability to Work with Children Card, my admission to the course will be terminated.

12. Bachelor of Medicine– Bonded Medical Places

If you are offered and agree to a Bonded Medical Place (BMP) in the Bachelor of Medicine and you do not fulfil the requirements of that contract, your place in MBBS (72010) at JCU will be terminated.

13. Immunization – Hepatitis B

I acknowledge that if I am studying a course that requires me to be immunized against Hepatitis B, I will be required to:

- a) provide evidence of being immune to Hepatitis B within the first teaching period of my studies
- b) acknowledge that a blood-borne viral disease may result in my inability to obtain a placement in a Queensland Health facility and consequently may result in my inability to complete the requirements of the course as accredited by the relevant professional accrediting body; and
- c) further acknowledge that if I have not complied with the above undertaking by the last day of the first teaching period of my studies, my enrolment will be terminated immediately.

14. Jurisdiction

I agree –

- a) that this agreement is formed in the State of Queensland in Australia;
- b) that this agreement and my admission to the University is governed by, and shall be construed in accordance with, the laws of force in the State of Queensland in Australia;
- c) that the courts of Queensland and Australia shall have jurisdiction to entertain any action in respect of or arising out of this Agreement and -
 - I). I submit to the jurisdiction of the courts of Queensland and Australia to the exclusion of any other courts or tribunals; and
 - II). I waive any right I may have to object to an action being brought in those courts;
 - III). I shall not bring any action in respect of or arising out of this Agreement in any court or tribunal other than the courts of Queensland and Australia.

7. APPLICATION CHECKLIST

Students wishing to change course **SHOULD NOT** enrol online into subjects under their original course:

Your application will be assessed. If successful, you will be admitted to the highest approved preference as outlined in part 2 of this form.

Once admitted, you will receive a confirmation email and will need to enrol in subjects for your new course. Your previous course will be withdrawn. If you have outstanding results in that course, the withdrawal will happen after results are released.

Any subject enrolment in your old course for current or future study periods will be withdrawn if before the census date. You will need to enrol into these subjects under the new course if you wish to continue studying them.

If you decide **NOT TO** continue with this application, please advise your Faculty Office from your JCU email address.

Have you:

- completed all details on the *Course Transfer Application – Domestic Undergraduate Students* form, including advanced standing
- attached other correctly certified documentary evidence where applicable (e.g. change of name)
- attached a *Statement of Reasons* form (if required)
- written your name at the top of each page of this form
- read the declaration
- signed and dated this form
- Attached a new *Request for Commonwealth Support and HECS-HELP* form (CAF) for the course listed as preference one in part 2 and read the appropriate government publication at www.goingtouni.gov.au/Main/Resources/ICSS (CAF forms are available from your Faculty Office or from the Student Enquiry Centre.)

8. RETURN DETAILS

Please complete and return this form to:

TOWNSVILLE

[Address to your Faculty Office]
James Cook University
Townsville Qld 4811
Tel: 07 4781 5255

CAIRNS

Student Enquiry Centre
James Cook University
PO Box 6811
Cairns Qld 4870
Tel: 07 4042 1000

JCU BRISBANE

Student Administration
James Cook University
349 Queen Street
Brisbane Qld 4000
Tel: 07 3001 7800

JCU SINGAPORE

Student Administration
James Cook University
600 Upper Thompson Rd
Singapore 574421
Tel: +65 6576 6833

Incomplete forms or missing documentation may delay the processing of your application.

Please note that applications submitted later than two weeks before the start of the study period MAY NOT be processed in time for that study period.

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www.jcu.edu.au/fmhms/forms

ASSESSMENT OF APPLICATION (Office use):

Academic standing in current course: good standing
 at risk
 conditional
 statement required
 suspended

Has a Statement of Reasons been received? Yes No
 Has the Statement of Reasons been approved? Yes No

ACCEPT APPLICATION FOR Preference 1 Preference 2 Preference 3

REJECT HIGHER APPLICATION/S because:

Advanced standing approved:

COMMENTS:

CONDITIONS:

Signature of approving officer: _____ Print name: _____ Date: ____/____/____

Signature of Head of School: _____ Print name: _____ Date: ____/____/____

Signature of Assoc. Dean/Faculty Registrar: _____ Print name: _____ Date: ____/____/____

FACULTY ADMIN USE: Entry requirements met: Yes No

Conditions entered (if applicable): Yes No

Application entered: Yes No Entered by: _____ Date: ____/____/____

Application Assessment entered:
 [Type – change of course; Basis of admission – Tertiary] Yes No Entered by: _____ Date: ____/____/____

Study Plan expanded: Yes No Entered by: _____ Date: ____/____/____

Advanced standing processed and comments added: Yes No Date: ____/____/____

File tracked to Enrolments: Yes No Date: ____/____/____

ENROLMENTS USE:

Application checked (initials): _____ ED Background Offer created

CAF entered CGS entered SSP Finance parameters entered _____

Course admitted Student emailed Check SPCLEANUP comment.

Previous course withdrawn Withdraw comment Date (dd/mm/yyyy) ____/____/____