

Faculty of Counselling

Enrolment Form – Semester 1, 2016

OFFICE USE ONLY

Date received _____

Date processed _____ Processed by _____

Students enrolling in the first semester of a new course must complete all pages. Continuing students should only complete pages 1 and 2.

1. Enrolment Information

Is this your first enrolment in this course? ☐ Yes ☐ No

Study Mode ☐ Full-Time ☐ Part-Time Moodle Number _____

2. Personal Information

Have your details have changed since your last enrolment? ☐ Yes ☐ No

Title (please circle) Mr / Mrs / Ms / Miss / Dr / Rev / Other _____ Gender ☐ Male ☐ Female Date of birth _____

First name _____ Family name _____

Preferred name _____ Other names _____

Postal address _____

Suburb _____ State _____ Postcode _____ Country _____

Home phone _____ Preferred email _____

Mobile phone _____ Other email _____

3. Payment (see details on page 2)

☐ Upfront Payment ☐ FEE-HELP Have you submitted a **Request for FEE-HELP Assistance** form for **this** course? ☐ Yes ☐ No

Are you eligible for a discount? (See www.morlingcollege.com/finance/fees for details.) ☐ Full-time student ☐ Full-time ministry ☐ Spouse

4. Enrolment Details

Counselling Award

- ☐ Graduate Certificate
- ☐ Graduate Diploma
- ☐ Master
- ☐ Cross-Institutional

Please note:

Before choosing units, please ensure you have completed any applicable pre- or co-requisites. Please consult the 2016 Counselling Course & Unit Guide.

Four units is considered a normal full-time enrolment.

*Award

An **Audit** enrolment allows a student to participate in on-campus classes, but does not require the completion of coursework and cannot be credited towards an award.

Unit Code	Unit Name	Credit Points	Award*	
On-Campus Units			For credit	Audit
<input type="checkbox"/> CO612	Counselling Through the Human Lifespan	4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CO613	Counselling Methodologies in Therapeutic Practice	4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CO701	Individual Counselling 1 (Interpersonal Process Model – Theory & Methods)	4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CO731	Child and Adolescent Counselling 1 (Theory & Methods)	4	<input type="checkbox"/>	<input type="checkbox"/>
Online Units				
<input type="checkbox"/> CO611	Legal, Ethical and Cultural Dimensions of Counselling Practice	4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CO614	Counselling Research Methods	4	<input type="checkbox"/>	<input type="checkbox"/>
Summer School Units				
<input type="checkbox"/> CO732i	Crisis and Trauma Counselling 1 (Theory & Methods) 1-5 Feb	4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CO733i	Group Therapy 1 (Theory & Methods) 8-12 Feb	4	<input type="checkbox"/>	<input type="checkbox"/>
Semi-intensive Units (4-5 Mar, 1-2 Apr, 29-30 Apr, 20-21 May)				
<input type="checkbox"/> CO601i	Therapeutic Communication Skills	4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CO734i	Relationship Counselling 1 (Theory & Methods)	4	<input type="checkbox"/>	<input type="checkbox"/>
Other Units				
<input type="checkbox"/> CO621	Individual Learning Plan 1	4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CO721	Individual Learning Plan 2	4	<input type="checkbox"/>	<input type="checkbox"/>
Year-long Units				
<input type="checkbox"/> CO750	Supervised Counselling Practicum	8	<input type="checkbox"/>	<input type="checkbox"/>

5. Graduation

Do you expect to complete your course requirements this Semester? ☐ Yes (please complete below) ☐ No

Will you attend the Graduation Ceremony in March next year? ☐ Yes (please complete below) ☐ No ☐ Unsure (please complete below)

Church Name _____ Pastor's Name _____

Church Postal Address _____

Important Information and Regulations

Please read this important information in full, sign the declaration at the bottom of the page and return with your completed enrolment form.

Unit Fee Schedule for 2016	Credit Points	Domestic Rate	Overseas Rate	Audit
Postgraduate Counselling units	4	\$1,900	\$2,492	\$675
	8	\$3,800	\$4,984	N/A

For information on all payment options and available discounts, see www.morlingcollege.com/finance/fees.

Payment Options include:

- Upfront payment
- FEE-HELP

FEE-HELP: See www.studyassist.gov.au for information. Students must submit a Request for FEE-HELP Assistance form for each new course of study. Forms are available from the Registrar's Office.

Important Dates in 2016		Semester	1	2
Enrolment Due Date	Enrolment by continuing students received after the Enrolment Due Date will incur an admin fee of \$125 per enrolment.		5 February	1 July
Admin Date	Variation to Enrolment (either withdrawal from a unit or substitution of a unit) up to the Administration (Admin) Date will receive a full refund and incur no fee or academic penalty.	✓ Refund ✗ No Admin Fees ✗ No Academic penalty	4 March	29 July
Census Date	Withdrawal from a unit between the Administration Date and the Census Date will receive a full refund and incur no academic penalty, but will incur an admin fee of \$370 per unit. Substitution of a unit, where allowed*, will incur an admin fee of \$125 per substitution.	✓ Refund ✓ Admin Fees ✗ No Academic penalty	31 March	31 August
Withdrawal Date	Withdrawal from a unit between the Census Date and Withdrawal Date will receive no refund and incur no fee or academic penalty (W).	✗ No Refund ✗ No Admin Fees ✗ No Academic penalty	29 April	16 September
	Withdrawal from a unit after the Withdrawal Date will receive no refund and incur no fee, but will incur an academic penalty of Fail Withdrawn (FW).	✗ No Refund ✗ No Admin Fees ✓ Academic penalty		

- Variation to Enrolment forms are available from Moodle and should be received by the Registrar's Office no later than 5pm on the given dates above. Please call or email before 5pm if you have any difficulties sending the forms. Otherwise the fees will apply. For more information see the Morling Variation to Enrolment Policy.
- Administration fees are charged per unit, except for the Late Enrolment Fee which is charged per Enrolment Form received after the Enrolment Due Date from continuing students only.
- *Substitution or addition of units after Admin Date can only be allowed in some circumstances – see the Registrar's Office for details.
- Dates for units in Intensive mode will not necessarily correspond to the dates above – see the Unit Outline for details.
- Dates for Field Education Units will not necessarily correspond to the dates above – see the Unit Outline for details.
- Late fees and admin fees cannot be deferred to FEE-HELP.

Overseas Students

The information provided by overseas students to the provider (Morling College) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. The provider is required, under section 19 of the ESOS Act 2000, to tell the Department about: (i) certain changes to the student's enrolment; and (ii) any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. By signing this form I acknowledge that I have read, understand and accept the policies for Overseas Students.

Variation of Enrolment

Students who wish to vary their enrolment by addition of or withdrawal from a unit should consult the student handbook and information above regarding the critical dates that apply to that unit and the procedure to use to apply for a variation. Administration fees and academic penalties may apply.

Re-crediting FEE-HELP balance

Students who withdraw after the Census Date and wish to apply for re-crediting of their FEE-HELP balance must apply in writing to the Academic Registrar.

6. Declaration

☐ I have read the regulations and certify that to the best of my knowledge the enclosed details are correct and agree to abide by the rules and regulations of Morling College. I understand that my personal information will be stored by the Department of Education in order to administer my FEE-HELP assistance. I understand that the information on this form is collected for program administration purposes, including the viewing of graduate survey data by relevant parties such as Graduate Careers Australia. Authority to collect this information is contained in the Higher Education Support Act 2003; information may be shared between the Australian Taxation Office, the Department of Education and the Department of Immigration and Border Protection; and information may not otherwise be disclosed without my consent unless authorised or required by law. I understand that my information may be sent to Graduate Careers Australia for the purpose of surveying graduates through the Australian Graduate Survey, and not on-sold to any provider. Graduates' names may be published on the Morling College website and official publications. I understand that I may request for my name not to be published. By enrolling in this accredited course of study I declare my intention to complete this course of study. I understand that giving false or misleading information is a serious offence under the Criminal Code.

Signed _____

Date _____

7. Director of Counselling (Morling College use only)

I am satisfied that the above candidate has fulfilled the prerequisites in order to enrol for the above units.

Faculty endorsement _____

Please submit your enrolment form to the Faculty of Counselling for approval.

Semester 1 2016

Students enrolling in the first semester of a new course must complete all sections on this page.
Please also ensure that you have previously completed an Application Form before submitting this Enrolment Form.

The following information is required in order to provide statistical information to the Commonwealth as part of Government reporting requirements. This is the Government's preferred way of improving the method of gathering data on socioeconomic status, resulting from their *Advancing Equity and Participation in Higher Education* study of 2007.

1. Citizenship

Citizenship status ☐ Australian ☐ Permanent Resident ☐ New Zealand Citizen ☐ Permanent Humanitarian Visa ☐ Temporary Visa
☐ Student visa ☐ Other: _____

Country of birth _____ **Year of arrival in Australia** (if born elsewhere) _____

Languages spoken at home _____

Are you Aboriginal/Torres Strait Islander? ☐ Aboriginal ☐ Torres Strait Islander ☐ Neither ☐ Both ☐ Do not wish to specify

2. Home Address – Overseas (compulsory for Overseas Students)

Address _____
 _____ **Country** _____

3. Disabilities

Do you have a disability, impairment or long term medical condition which may affect your studies? ☐ Yes ☐ No

If yes, please indicate the area/s of impairment ☐ hearing ☐ vision
☐ medical ☐ mobility ☐ learning ☐ other _____

Would you like to receive advice on support services, equipment and facilities? ☐ Yes ☐ No

4. Academic – Parental/Guardian Information

Parent/Guardian #1 is <input type="checkbox"/> Female <input type="checkbox"/> Male	Parent/Guardian #2 is <input type="checkbox"/> Female <input type="checkbox"/> Male
What was the highest level of education completed by parent/guardian #1?	What was the highest level of education completed by parent/guardian #2?
<input type="checkbox"/> Postgraduate qualifications (eg masters, PhD)	<input type="checkbox"/> Postgraduate qualifications (eg masters, PhD)
<input type="checkbox"/> Bachelor qualification	<input type="checkbox"/> Bachelor qualification
<input type="checkbox"/> Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma)	<input type="checkbox"/> Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma)
<input type="checkbox"/> Completed Year 12 or equivalent	<input type="checkbox"/> Completed Year 12 or equivalent
<input type="checkbox"/> Did not complete Year 12 or equivalent	<input type="checkbox"/> Did not complete Year 12 or equivalent
<input type="checkbox"/> Don't know	<input type="checkbox"/> Don't know

5. Academic – Your Information

Did you complete Year 12 in Australia? ☐ Yes ☐ No **Last year of high school** _____ **In which State? (Aust only)** _____

Highest Level of Education – award (after Year 12, if applicable) _____

College/University name _____ **Last year of study** _____

Have you undertaken theological studies at another College? ☐ Yes ☐ No **College** (if yes) _____

Do you wish to gain credit for prior theological studies towards this award? ☐ Yes ☐ No

Basis for admission to this course: ☐ Previous award ☐ Mature-aged entry ☐ Completion of Year 12 **ATAR** _____

6. Photographic Release

From time to time, photos will be taken of students, student activities, etc. Morling College reserves the right to use these photos for news releases, online, video, slide presentations, newsletters and other marketing purposes. If you **DO NOT** give permission for Morling to use your photos for promotional purposes, please check this box. By leaving this box unchecked, it is deemed as consent for Morling College to use your photos in promotional materials ☐

I certify that to the best of my knowledge the information provided above is correct.

Signed _____

Important: If any of the details above change at any point during your enrolment, please inform the Registrar's Office at registrar@morling.edu.au.