

Headstart Continuing ENROLMENT FORM



Enrolment form to be used by Headstart students wishing to continue their studies at the University of the Sunshine Coast (USC).

Please note:

- Complete this form using Acrobat Reader, print a hard copy and ensure all parties have signed the form before submitting to USC.
- Students may enrol in another semester of Headstart study only if they receive at least a passing grade in their previous semester of Headstart study. Students currently completing a Headstart course will receive a conditional offer.
- Tuition fees apply. For details visit www.usc.edu.au/fees

1. PERSONAL DETAILS

USC student number _____

Given name/s _____ Family name _____

School _____

2. CONTACT DETAILS

Preferred contact phone number _____ Alternative contact phone number _____

USC email address _____ @student.usc.edu.au

3. MAILING ADDRESS

Number and street (or PO Box) _____

Suburb or town _____ State _____ Postcode _____

4. COURSE IN WHICH ENROLMENT IS SOUGHT

Which year and semester do you wish to commence study? Year _____ Semester 1 Semester 2 (please tick ✓)

Which location are you wanting to study at? (please tick ✓) Sunshine Coast Gympie Fraser Coast Caboolture Moreton Bay Online

In the table below, enter the course code and course title for the course you wish to enrol in.

Refer to [Available courses](#) to see what courses are available at each location.

Course code (e.g. COR109)	Course title (e.g. Communication and Thought)

Note: If applying for a course that has a prerequisite study requirement please attach a copy of your latest report card as evidence.

5. HEADSTART SCHOLARSHIP

Some Headstart scholarships are offered each semester for domestic students. Students from low-income families, students who identify as Aboriginal or Torres Strait Islander peoples or students with a disability, impairment or long-term medical condition may be eligible.

Scholarships are offered at USC's sole discretion for one semester of study and cover the Headstart course tuition fee.

For your application for a Headstart scholarship to be considered, you must attach sufficient supporting documentation for the relevant eligibility category or categories. For further guidance, please contact Student Central using the contact details provided at the end of this form.

Do you wish to apply for a Headstart scholarship? No Yes—Applicable eligibility criteria: *(please tick ✓)*

from a low-income family background

identify as Aboriginal or Torres Strait Islander

a person with a disability, impairment or long-term medical condition

6. APPLICANT DECLARATION

* **Note:** Where applicant is under the age of 18, both the parent/guardian and the applicant must sign the declaration

I agree to obey the policies, guidelines and rules of USC as far as they may apply to me/the applicant. I declare that the information supplied herein is correct and complete. I authorise USC to obtain official records from any other educational institution previously attended by me/the applicant, and acknowledge that USC reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. If any information is discovered to be untrue or misleading in any respect, I understand that USC may collect, store and disclose this information to Universities Australia and Universities Australia member institutions and any other relevant authority.

USC uses email and/or mail to communicate administrative matters to students. I/the applicant agree/s to check my USC email account on a regular basis and to maintain current mailing address details on USC Central.

I agree to the below named parent/guardian being provided with information about my student record and grant them the ability to make requests for amendments to my application or enrolment status.

I agree to staff from my school being provided with information about my student record and grant them the ability to make requests for amendments to my application or enrolment status.

USC is collecting the information on this form to carry out its functions under the University of the Sunshine Coast Act 1998, and in particular for:

- Assessing whether your application for enrolment should be approved;
- Meeting reporting obligations required by law or under Federal and State government funding arrangements;
- Administering and planning appropriate education, training and support services to students;
- Assisting staff to maintain the good order and management of the university, and to fulfil their duty of care to students and staff;
- Communicating to students and parents, both in relation to the delivery of the Headstart program and to advise of other university programs and events which may be of interest.

The University may disclose personal information collected in this form to third parties (including the Commonwealth Department of Education, Employment and Workplace Relations and the Australian Taxation Office). Your personal information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact information@usc.edu.au in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please contact privacy@usc.edu.au. For more information visit the Privacy page of the USC website at: www.usc.edu.au/privacy.

Applicant signature _____ Date _____

Parent/guardian signature _____ Date _____

Parent/guardian email _____

7. TO BE COMPLETED BY SCHOOL COORDINATOR

I support this student's application for the Headstart program.

This student has achieved strong academic results and demonstrates the maturity and commitment required to successfully complete the Headstart Program.

I agree to meet with this student regularly to discuss their progress and inform the University of any relevant issues.

Student meets prerequisites for course (if applicable). (Refer to [Headstart available courses](#) for information about prerequisites. Please attach a copy of the most recent report if selected Headstart course has a prerequisite.)

Name _____ Position _____

Email _____ Tel _____

Signature _____ Date _____

8. APPLICANT CHECKLIST

YES I have:

completed the entire application form

attached copy of your most recent report card if applying for a course that has a prerequisite study requirement

obtained the permission (signature) of a parent/guardian

obtained approval (signature) from my school's Headstart Coordinator

9. LODGEMENT AND ENQUIRIES

LODGEMENT

Email: information@usc.edu.au

ENQUIRIES

Email: information@usc.edu.au

Phone: +61 7 5430 2890

In Person: Student Central at any USC campus