

# Headstart Continuing ENROLMENT FORM



University of the  
Sunshine Coast  
Australia

Enrolment form to be used by Headstart students wishing to continue their studies at UniSC.

Please note:

- Complete this form using Acrobat Reader, print a hard copy and ensure all parties have signed the form before submitting to UniSC.
- 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](http://www.usc.edu.au/fees)

## 1. PERSONAL DETAILS

UniSC student number \_\_\_\_\_

Given name/s \_\_\_\_\_ Family name \_\_\_\_\_

School \_\_\_\_\_

## 2. CONTACT DETAILS

Preferred contact phone number \_\_\_\_\_ Alternative contact phone number \_\_\_\_\_

UniSC 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 ✓)  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 UniSC'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 UniSC as far as they may apply to me/the applicant. I declare that the information supplied herein is correct and complete. I authorise UniSC to obtain official records from any other educational institution previously attended by me/the applicant, and acknowledge that UniSC 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 UniSC may collect, store and disclose this information to Universities Australia and Universities Australia member institutions and any other relevant authority.

UniSC uses email and/or mail to communicate administrative matters to students. I/the applicant agree/s to check my UniSC 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.

UniSC 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.

### PARTICIPATION IN GROUP WORK

I understand that the applicant may be required to participate in group work activities as part of their course and that these group work activities may contribute to assessment tasks. I understand that depending on the format of the applicant's course, some group work activities may require the applicant to work with other UniSC students outside of class time either in person or online, for example by communicating by email or Zoom. I understand that if the applicant experiences any difficulty in working with other UniSC students, they can contact their Course Coordinator, Student Wellbeing or SAFE UniSC for advice.

\* Note: If you do not wish the applicant to participate in group work, please select a Headstart course where group work does not form part of an assessment activity, refer to the Course Outlines for details.

### ATTENDING CAMPUS FOR CLASSES AND/OR TO ACCESS RESOURCES AND SUPPORT SERVICES

I understand that unless the applicant is enrolled in a course which is delivered entirely online, they may be required to attend classes on a UniSC campus. I understand that although some UniSC campuses have 24/7 facilities available for students, the applicant will not be required to attend campus outside of scheduled class times unless they are participating in a course which involves a field trip.

\* Note: support services and most library resources are available online. If you do not wish the applicant to attend campus, please select an online Headstart course.

### USE OF UniSC STUDENT EMAIL ADDRESS

Upon enrolment at USC, the applicant will be issued with a UniSC student email address. I understand that UniSC recommends Headstart students should use their student email address for all their communications with people at UniSC. I understand that the applicant should exercise caution in providing their personal contact details to other students.

### WITHDRAWING FROM HEADSTART

I understand that the applicant can withdraw from the Headstart program at any time by emailing [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au). Refer to the UniSC Academic Calendar for the census date.

UniSC 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](mailto: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](mailto:privacy@usc.edu.au). For more information visit the Privacy page of the UniSC website at: [www.usc.edu.au/privacy](http://www.usc.edu.au/privacy).

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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](mailto:information@usc.edu.au)

### ENQUIRIES

Email: [information@usc.edu.au](mailto:information@usc.edu.au)

Phone: +61 7 5430 2890

In person: Student Central at any UniSC campus