



OCCUPATIONAL HYGIENE SHORT COURSE APPLICATION FORM

1. PERSONAL DETAILS (USE BLOCK LETTERS)

Title: Mr Mrs Ms Miss Other Gender: Male Female

Family Name*

First Name*

**As shown in passport, (if applicable).*Former Family Name
(if applicable)Date of Birth:

Postal address

PO Box or Street Address

Suburb/Town

State/Province

State/Province

Country

Telephone Country Code Area Code Number

Facsimile Country Code Area Code Number

Prior to enrolment correspondence will normally be sent to your email address, if applicable.

Email

Have you previously made an application to undertake or been enrolled in a course at the University of Wollongong?

 Yes No If YES, please give your student number

Organisation:

Title:

Are you an Australian citizen? Yes NoIf not, do you hold an Australian Permanent Resident visa? Yes No**Certified proof of citizenship or permanent residency will be required prior to enrolment*

2. SHORT COURSE APPLICATION

 SHS974 Measurement of Hazardous Substances SHS978 Asbestos and Other Fibres SHS975 Thermal Environment SHS979 Ergonomics Essentials SHS976 Noise – Measurement and Effects Other – please specify SHS977 Control of Hazardous Substances

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3. ENGLISH LANGUAGE PROFICIENCY

If your first language is not English the minimum IELTS overall score required is 6.5, completed within the last two years. Alternatively, a letter of support from an employer indicating English language ability may be accepted.

Is English your first language? Yes No If your first language is not English, please continue

I have completed at least one of the following within the last two years (documentary evidence, including original copies of results, must be attached)

A certificate of English proficiency obtained in the last two years (eg IELTS or TOEFL)

Year	Overall score	Reading	Writing	Listening	Speaking
IELTS (ACADEMIC)					
Name of test				Year	Score
OTHER					

<input type="checkbox"/> Tertiary studies in another country where English is the official language	Country	Duration (years)
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For full information regarding UOW's English language requirements, including qualifications conducted in English, please visit: www.uow.edu.au/prospective/international/english

4. ACADEMIC BACKGROUND

Please list your highest secondary qualification and all tertiary education qualifications, including any currently being undertaken.

QUALIFICATION/AWARD	SCHOOL/INSTITUTION	COUNTRY	DURATION	DATE COMPLETED
				d d m m y y y y
				d d m m y y y y
				d d m m y y y y
				d d m m y y y y

5. WORK EXPERIENCE

You may be asked to verify this information.

The University of Wollongong attempts to ensure that the information contained in this form is correct at the time of production (October 2008). However sections may be amended without notice by the University in response to changing circumstances or for any other reason. Applicants should check with the University at the time of application/enrolment whether any later information is available. University of Wollongong CRICOS: 00102E.

8. OTHER IMPORTANT INFORMATION FOR APPLICANTS

1. **Privacy and Disclosure Statement, Commonwealth Informed Consent Statement.** Visit: www.uow.edu.au/prospective/international/applying/UOW005150.html
2. **Applicants with special needs.** If you have a disability and require advice or assistance with your studies, please contact the Disability Liaison Officers, telephone +61 2 4221 3445 or online www.uow.edu.au/student/services/ds
3. **Certification of documents.** photocopies of documents can be certified by a Justice of the Peace, police officer, post office manager or person holding a similar professional position. The above website provides further examples of acceptable authorities. The person certifying the document must: print their name, contact number, occupation and date verified; write "This appears to be a true copy of the original document sighted by me"; affix an official organisation stamp if available; and sign each copy. Please note that any documents sent with your application cannot be returned.
4. Please refer to the following webpage for a schedule of UOW student contribution amounts and tuition fees:
www.uow.edu.au/student/finances/UOW008170.html
Please Note: Non Award students are not eligible for HECS HELP or FEE HELP to cover tuition fees (fees must be paid up front and in full).
5. **Declaration and signature.** This application form must be signed by the applicant.

12. DECLARATION AND SIGNATURE

PRIVACY AND DISCLOSURE

1. I declare that all the information I have given in this application is true and correct.
2. I declare that the signature on this form is my signature, and has not been signed on my behalf by another person, including my agent or sponsor.
3. I agree to tell Wollongong College Australia/University of Wollongong (UOW) immediately if there is any change to the information I have given in this application.
4. I understand UOW may vary or reverse any decision made on the basis of incorrect or incomplete information which I or my agent/sponsor may have provided.
5. I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.
6. I understand that UOW may obtain official records from any educational institution I have previously attended.
7. I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience OR which are named in section 3, 4 or 5 of my application, to release to UOW any personal information which they may hold about me for the purpose of verification of my supporting documents.
8. I authorise the UOW to release any personal information they may hold about me to any other educational institution which is seeking to verify my student conduct or academic record for the purpose of determining my eligibility for admission to, or enrolment at, that institution.
9. I understand that any information provided to the University may be made available to Australian Commonwealth and state government departments and agencies, pursuant to UOW's obligations under Australian or state law, including the ESOS Act 2000 and the National Code. This information may also be made available to any company or organisation in which the UOW arranges a private or public work placement or practicum. This information includes, but is not limited to, changes to my enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance.
10. I understand and accept the terms and conditions in the UOW Privacy and General Consent and Disclosure Statement and the Commonwealth Informed Consent Statement which can be viewed at www.uow.edu.au/prospective/international/applying/UOW005150.html
11. By nominating an agent, as listed in the "contact address for correspondence", to represent me in my application to UOW, I agree to the release of all information relating to my application and subsequent enrolment at UOW to my nominated agent, until such time as this nomination is revoked by me in writing.
12. If the payment for my course is made by a sponsor (a third party paying my tuition fees or nominated by me as my sponsor), I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including my subject results, progress reports, and enrolment details (including contact details).

TRANSFER FROM ANOTHER EDUCATION INSTITUTION IN AUSTRALIA

13. I agree to advise UOW of any studies that I am undertaking or will undertake at any period with another provider which coincides with a period of study I am applying to undertake or undertake at UOW. I understand that should I have obligations to another provider UOW is unable to offer me enrolment. I understand that I must present any documents requested by UOW to confirm my status.

CANCELLATION AND REFUNDS

14. I have read and understand the UOW's Cancellations and Refund Policy at www.uow.edu.au/about/policy/FeesPolicy.pdf

VISA OBLIGATIONS

15. As the holder of a student visa, I understand and agree to abide by the requirements of the student visa, including, but not limited to the following:
 - I understand that if I have a school-aged dependant, I will be required to pay full fees if enrolled in either a government or non-government school
 - I must enrol in a study pattern that allows me to complete my course within the course duration set on my Confirmation of Enrolment (COE)
 - I agree to advise UOW on arrival of my address and telephone number in Australia and of any change in my contact details
16. If I am not the holder of a student visa, I understand that it is my responsibility to ensure that the visa I hold permits me to undertake the program of study in which I enrol at UOW.

WHILE YOU ARE ENROLLED AT THE UNIVERSITY

17. I agree to be bound by all the Rules and Regulations and any relevant policies of UOW.
18. I understand that I am fully responsible for my education and living expenses while studying at UOW.

APPLICABLE LAW

19. I understand that these terms are governed by the laws of New South Wales and I agree to submit to the non-exclusive jurisdiction of the courts of New South Wales.
- CONSENT:** I hereby undertake to abide by the University of Wollongong Act 1989 and with the By Laws and Rules of the University. I understand that UOW may have a need to verify the information I have supplied and thus it may exchange data with other institutions for this purpose. I further understand that UOW deals with regulatory bodies and also includes a number of separate entities, any of which may be granted all or part of this information to assist students in their work at UOW.

WARNING: It is an offence to submit fraudulent documentation in support of a Course Application. Where fraudulent documents are detected the application will be rejected; any offer of enrolment will be withdrawn; and the matter may be reported to ICAC; the Police; and DIAC.

Applicant's signature

Date

Unsigned applications will not be processed. Applications must be signed by the applicant personally. A third party must not sign on the applicant's behalf.

RETURN APPLICATION TO:

Postal Address

HBS Central
University of Wollongong
Northfields Avenue
Wollongong NSW 2522

FURTHER ENQUIRIES

Brian Davies
Program Coordinator
Telephone +61 2 4221 4438
Facsimile +61 2 4221 5945
Email brian_davies@uow.edu.au
Web www.uow.edu.au

Office
use only

Family name

OFFICE USE ONLY

Academic unit to complete

1. Is admission recommended: Yes No

2. Course(s) approved: SHS974 Measurement of Hazardous Substances

SHS975 Thermal Environment

SHS976 Noise – Measurement and Effects

SHS977 Control of Hazardous Substances

SHS978 Asbestos and Other Fibres

SHS979 Ergonomics Essentials

Other – specify

3. Commencing session: Autumn Winter Spring Summer

Commencing year:

Comments

Other

Given name

Student number

REGISTRATION & TAX INVOICE

This registration form becomes a TAX INVOICE on receipt of payment in full.
Please retain a copy for your records.

PAYMENT DETAILS

The course fee is \$2,200 per course. Please provide payment for the total course costs below.

Enclosed is a cheque or bank draft (payable to 'University of Wollongong' for the amount of \$)

Please charge my credit card for the amount of \$

Visa

Mastercard

Bankcard

American Express

No.

Expiry date

Cardholder's name

Signature

Student
number

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