




Queensland University of Technology
Student Business Services
Kelvin Grove Campus
 K Block, 130 Victoria Park Road
 Kelvin Grove Q 4059 Australia
 Phone 07 3864 2000
 www.qut.com
 CRICOS No. 00213J

OFFICE USE ONLY

ID No									
Rec					DATE				
Date Received					DATE	STATUS			



TS
2006/1

TERTIARY STUDIES APPLICATION FOR ADMISSION

Complete this application form if you wish to apply for the
Certificate in Dance Teaching or Advanced Certificate in Dance Teaching
 Refer to the Course Application Guide for details of courses and important application and Closing Date information. You are advised to lodge this application form before the Closing Date to maximise your chance of a place as applications to most courses are considered and approved on a progressive basis. Lodging your application before the Closing Date will meet university administrative requirements to ensure your preparedness for study prior to start of semester.

ARE YOU AN INTERNATIONAL STUDENT?

No (Proceed to complete this form) Yes (Do not use this form. Complete an F form)

You are an international student if you are not a citizen of Australia or New Zealand, or have not been granted permanent residency or a permanent humanitarian visa in Australia at the commencement date of your course. If you hold temporary resident status you are regarded as an international student and you must complete an **F form**, or contact the QUT Student Centre, phone 07 3864 2000.

1 PERSONAL DETAILS

<p>Name</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Title</td> <td>Given name</td> </tr> <tr> <td colspan="2">Surname (family name)</td> </tr> <tr> <td colspan="2">Previous surname (eg maiden name)</td> </tr> </table> <p>Date of birth</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">day</td> <td style="width: 20%;">month</td> <td style="width: 20%;">year</td> </tr> </table> <p>Gender</p> <p> <input type="checkbox"/> Male <input type="checkbox"/> Female </p> <p>Daytime phone number</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Home</td> <td style="width: 50%;">Mobile</td> </tr> <tr> <td colspan="2">Fax</td> </tr> </table>	Title	Given name	Surname (family name)		Previous surname (eg maiden name)		day	month	year	Home	Mobile	Fax		<p>Mailing address</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">No and street</td> </tr> <tr> <td colspan="2">Suburb/town</td> </tr> <tr> <td colspan="2">State</td> </tr> <tr> <td>Country</td> <td>Postcode</td> </tr> <tr> <td colspan="2">Email address</td> </tr> </table> <p><small>(This email address may be used to communicate with you prior to admission only. Once you become a student, QUT will communicate with you via a standard QUT student email address)</small></p>	No and street		Suburb/town		State		Country	Postcode	Email address	
Title	Given name																							
Surname (family name)																								
Previous surname (eg maiden name)																								
day	month	year																						
Home	Mobile																							
Fax																								
No and street																								
Suburb/town																								
State																								
Country	Postcode																							
Email address																								

2 PRIOR CONTACT WITH QUT

Have you previously applied to study at QUT or started or completed studies at QUT or one of its predecessor institutions (eg BCAE, BKTC, KGCAE, NBCAE, QIT)? Yes No (proceed to Q3)

Your surname in past record	Previous student number (if known)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

If you wish to receive academic credit for your prior studies please attach a completed application for Academic Credit form (AC form) to this application. Application for Academic Credit forms can be downloaded at www.studentservices.qut.edu.au/help/forms/forms.jsp or obtained from a QUT Student Centre, phone 3864 2000.

3 PREFERRED COURSES OF STUDY

Indicate in preference order the courses to which entry or re-entry is sought. See the Course Application Guide for correct course codes, titles and entry requirement details.

Preference	Course code	Course title	Major	Mode of study (internal, external)	Type of study (full-time, part-time)
1	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

4 EDUCATIONAL HISTORY

If you have ever undertaken tertiary or technical studies show ALL attempts made at these studies.

Please note: you must supply documentary evidence of tertiary studies by way of an official academic record, which you have undertaken at other institutions (previous applications are not kept in Student Business Services). **You do not need to supply an academic record for your studies at QUT.**

Years undertaken (eg 1986-89)	Name of course/award (eg BSc)	Institution	Fee Category		Course completed Yes/No
			HECS	FEE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever been refused permission to continue your studies in any course? Yes No (proceed to Q5)

If Yes, show (i) Years/s (ii) Course code/title (iii) Institution/s
 (iii) Grounds for refusal (eg record of failure)

If you wish to receive academic credit for your prior studies please attach a completed application for Academic Credit form (AC form) to this application. Application for Academic Credit forms can be downloaded at www.studentservices.qut.edu.au/help/forms/forms.jsp or obtained from a QUT Student Centre, phone 3864 2000

5 PERSONAL STATISTICAL DETAILS

a Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin mark both "Yes" boxes
 Yes, Aboriginal Yes, Torres Strait Islander No

b What is your Citizenship and Residence Status?

Tick

1 Australian citizen

2 New Zealand citizen (or diplomat or consular representative)

3a Possess a permanent resident visa (permitted to stay in Australia indefinitely, excluding New Zealand citizens). Documentation must be provided – see the section 'Documents accompanying your application' in the course application guide for details.

3b Possess a permanent humanitarian visa (permitted to stay in Australia indefinitely, excluding New Zealand citizens). Documentation must be provided – see the section 'Documents accompanying your application' in the course application guide for details.

4 Possess a temporary entry visa (or diplomat or a dependent of a diplomat)

5 Other

c What is your postcode/country for your permanent home residence?

other

d What is the postcode/country for your residence during the semester?

other

e In what country were you born?

f Year of arrival (if not born in Australia)

g Do you speak a language other than English at your permanent home residence? (tick one) No Yes →

h SUPPORT SERVICES Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes No

If YES, please indicate the areas of impairment Hearing Learning Mobility Vision Medical Other

If YES, would you like to receive advice on support services, equipment and facilities which may assist? Yes No

EARLY ADVICE will assist QUT in preparing relevant services to help meet your needs.

6 ADMISSION STATISTICAL DETAILS

ENTRY QUALIFICATIONS

Answer ALL questions (a) through (h). Enter one response to each question by placing a tick (✓) in the appropriate box.

Have you ever completed or commenced any of the following (You should assume success in current studies.)

	(1) Never commenced		(2) Commenced but not completed nor expected to complete this year		(3) Completed or expect to complete this year		Last year of enrolment (if 2 or 3 ticked)
a Postgraduate course(s) of any type (including Honours)?	<input type="checkbox"/>	or	<input type="checkbox"/>	or	<input type="checkbox"/>	in	<input type="text"/>
b Bachelor's degree course(s)?	<input type="checkbox"/>	or	<input type="checkbox"/>	or	<input type="checkbox"/>	in	<input type="text"/>
c Sub-bachelor course(s) at an institution other than a TAFE college (including private colleges)?	<input type="checkbox"/>	or	<input type="checkbox"/>	or	<input type="checkbox"/>	in	<input type="text"/>
d Advanced Diploma / Diploma or Associate Diploma course(s) at a TAFE college?	<input type="checkbox"/>	or	<input type="checkbox"/>	or	<input type="checkbox"/>	in	<input type="text"/>
e TAFE award course(s) other than the above (do not count secondary education, or hobby/recreation/leisure, or personal enrichment courses or Trade Certificate)?	<input type="checkbox"/>	or	<input type="checkbox"/>	or	<input type="checkbox"/>	in	<input type="text"/>
	(1) Never commenced or incomplete and do not expect to complete this year		(2) Completed or expected to complete this year		Year of completion (if 2 ticked)		
f Year 12/matriculation at a high school, secondary school or secondary college?	<input type="checkbox"/>	or	<input type="checkbox"/>	in	<input type="text"/>		
g Year 12/matriculation at another institution eg external study, 'night school', private study college?	<input type="checkbox"/>	or	<input type="checkbox"/>	in	<input type="text"/>		
h Some other qualification or certificate of attainment or competence which may be recognised for tertiary entrance (Hospital Nurse Training, Trade Certificate).	<input type="checkbox"/>	or	<input type="checkbox"/>	in	<input type="text"/>		

Please attach documentation here including application for Academic Credit.

7 EMPLOYMENT EXPERIENCE (refer to Guide)

Years (Month/Year)	Full- or part-time	Description of occupation and experience	Employer
..... to			
..... to			
..... to			
..... to			
..... to			

8 SPECIAL COURSE REQUIREMENTS – REFEREES OR OTHER RELEVANT INFORMATION

Some courses have additional application requirements, eg written reports from referees, a completed questionnaire or an interview etc. If requested you should provide the required information with this application. Please refer to the specific course entry and special requirement details for the course/s you are applying for in the accompanying Course Application Guide.

If there is any specific or additional information you wish to be considered in conjunction with your application please attach a statement to this effect and include any relevant supporting documentation.

9 PRIVACY

The information collected on admission forms is used to determine whether you may be offered admission to the University. If you enrol as a student of QUT, the information you have provided on this admission form will be used to administer your enrolment, to offer other services to you and to provide statistical information to the Commonwealth Government as required by law. For full details of QUT's practices regarding student information and privacy see www.studentservices.qut.com/help/contacts/privacy.jsp

If you are unable to access the internet, you can contact QUT Student Centre in person, phone 07 3864 2000 or email study@qut.com for this information.

10 DECLARATION

I agree to obey the statutes and rules of Queensland University of Technology as far as they may apply to me. I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in a cancellation of enrolment at any stage. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience and authorise QUT to verify such records through *QualSearch*. I authorise the University to obtain and verify further information with respect to my application and, if necessary, provide information to educational institutions, admission centres and government, legal or other regulatory authorities.

QUT shall not be liable for any failure to provide services (including lectures, tutorials or examination results) or any teaching or other materials to students, where such failure is due to circumstances beyond QUT's control.

Applicant signature

Date

11 APPLICATION CHECKLIST

An application can be processed more efficiently if it is complete and correct.

Have you:

- answered all questions (where applicable) and read the Course Application Guide. In particular check for your preferred course/s to ensure you have provided necessary additional information as required (eg professional referees, questionnaires, outlines of unit prerequisites, details of work experience, references, resume).
- attached certified copies of **all** official academic records for tertiary studies attempted and completed. Previous records are not kept in Admissions.
- attached other documentary evidence where applicable (eg: documentation of English Proficiency test results, residency status and change of name).
- read QUT's privacy statement, read the declaration and signed your application.
- If you wish to receive academic credit for your prior studies you must attach a completed application for Academic Credit form (AC form) to this application. Download from www.studentservices.qut.edu.au/help/forms/forms.jsp or obtain from a QUT Student Centre, phone 3864 2000.

ASSESSMENT – ADMISSIONS/SBS USE ONLY

Assessment of qualifications		
Subject prerequisites satisfied	Yes/No	Unit/s
English proficiency	Required/n/a	Level achieved
Relevant work experience	Yes/No	Period of FT work/comments
Does the applicant need to provide more information/documentation?		Yes/No
What is required?		
Further assessment comments		

DECISION – OFFICE USE ONLY

Student Business Services (SBS) makes offers to applicants on behalf of the Registrar. SBS has established pre-negotiated Delegated Offer Authorities to immediately offer or refuse an application based on entry criteria for some courses. SBS will refer applications to faculties for recommendations for courses without a pre-established Delegated Offer Authority (DOA).

PREFERENCE 1		
Course	Major	
SBS decision – (DOA): Offer Approved <input type="checkbox"/> Refused <input type="checkbox"/>		
Faculty decision: Applicant recommended <input type="checkbox"/> Applicant not recommended <input type="checkbox"/>		
Recommended on following conditions or rationale for refusal		
Required to study concurrent subject prerequisite (as Visiting student) Yes/No Unit:		
Name (print)	Designation	
Signature	Ext	Date
PREFERENCE 2		
Course:	Major	
SBS decision – (DOA): Offer Approved <input type="checkbox"/> Refused <input type="checkbox"/>		
Faculty decision: Applicant recommended <input type="checkbox"/> Applicant not recommended <input type="checkbox"/>		
Recommended on following conditions or rationale for refusal		
Required to study concurrent subject prerequisite (as Visiting student) Yes/No Unit		
Name (print)	Designation	
Signature	Ext	Date

creative industries

Certificate in Dance Teaching and Advanced Certificate in Dance Teaching

Closing dates

You are advised to lodge this application form before the closing date (*) to maximise your chance of a place and to meet university administrative requirements to ensure your preparedness for study prior to start of semester

Semester 1

- *13 January 2006 **Closing date.** Late course applications may be accepted with a \$50 non-refundable late fee. Conditions apply.
- 3 February 2006 Late applications for Semester 1 received by this date may receive consideration. Conditions apply. No further applications accepted beyond this date.

Semester 2

- *2 June 2006 **Closing date.** Late course applications may be accepted with a \$50 non-refundable late fee. Conditions apply.
- 23 June 2006 Late applications for Semester 2 received by this date may receive consideration. Conditions apply. No further applications accepted beyond this date.

For information

Phone	07 3864 2000
Email	sbs.enquiries@qut.com
Web	studentservices.qut.com

To lodge your form

Student Centres at			Postal address
Gardens Point	Kelvin Grove	Carseldine	Student Business Services
2 George St	Victoria Park Road	Beams Road	130 Victoria Park Road
Level 1, A Block	Level 4, K Block	Level 3, C Block	Kelvin Grove Q 4059

Courses at a glance

Course	Requires bachelor degree-any discipline	Requires bachelor degree-specific discipline	Requires work experience or other qualification	Alternative entry using work experience	External studies	Further information
KD05 Certificate in Dance Teaching			Yes	Yes	Yes	5
KD06 Advanced Certificate in Dance Teaching			Yes	Yes	Yes#	5

Some units available as on-campus intensive mode only. Contact the Subject Area Coordinator prior to application to discuss.

Disclaimer: This publication is based on information available in August 2005. QUT reserves the right to amend or add to the details as they become necessary.

Admission to QUT

Entry is based on merit. QUT offers all courses subject to available quota places.

Applications will require consideration within the Faculty, which will add to the time taken to finalise your application.

All qualifications referred to in minimum entry criteria are Australian Qualifications Framework awards from the Higher Education Sector or equivalent and from recognised tertiary institutions. QUT will normally assess the equivalence of overseas qualifications as per, but not limited to, NOOSR (National Office of Overseas Skills Recognition) guidelines.

QUT refuses admission to applicants who have been suspended from a higher education institution for non-academic reasons (discipline or misconduct) while the suspension or equivalent action remains in force. Applicants who have been excluded from a course as a result of unsatisfactory academic performance, either from QUT or elsewhere, will not be considered for admission to the same or a similar course or study program unless at least twelve months have elapsed since exclusion.

Instructions for completing the form

All applicants must answer each of the questions on page 1 & 2. Questions 8 & 9 on page 3 are for selected courses only, you will need to read the entries in this guide to determine if you need to complete these questions and provide special documentary requirements.

Documents accompanying your application

All documents must be originals or copies certified by a Justice of the Peace, appropriate certifying authority, or QUT Student Centre counter staff. If documents are in a language other than English the original document must be accompanied by an official English translation. Documents cannot be returned without the inclusion of a stamped, self addressed envelope.

Applications received without supporting documents will be delayed in processing.

All applicants		Some applicants	
For all studies attempted at TAFE or an interstate or overseas institution you must supply:			
For tertiary studies	official academic records. The record must show all subjects attempted, grades achieved, evidence if the award has been completed and a key to the grading system for subject results. Award certificates, memoranda of results, and examination results slips are not sufficient for the assessment of your application.	Employment experience	statements of service should be on company letterhead and be signed and dated. Where required, statements should include your position title and duties, whether or not you were employed full-time (and if not full-time the fraction of full-time you worked), your commencement and termination dates.
For Queensland TAFE	individual result notices issued at the end of each enrolled semester plus an official statement indicating course completion or a copy of the award certificate if it is available.	Change of name	you must provide documentary evidence of your name change (marriage certificate, deed poll) if the name you provide on the application form is different from your name on official documents or if you have official documents issued in more than one name.
For studies in progress at the time of application or incomplete studies	official academic record showing all subjects attempted to date, grades achieved for those subjects completed and a key to the grading system for subject results. On completion of the studies in progress, you should supply a certified official academic record showing all subjects attempted and results for those studies and, if applicable, official documentary evidence confirming your eligibility to graduate.	Membership of professional bodies	certified copies of annual licences, professional registration or membership details should be for the current year 2005/2006.
		Holder of a permanent resident or a permanent humanitarian visa	you must supply documentary evidence of your visa, ie a certified copy of your permanent visa including; title page with person information and photo, the original visa page, all entry and exit stamps (only Australia) in the passport.

English language proficiency

Applicants who have completed prior studies in a language other than English may be required to provide evidence of English proficiency obtained in the last twelve months.

The standard for English proficiency is:

- ! TOEFL - minimum of 575 (paper -based) or 233 (computer-based)
- ! IELTS - minimum of 6.5 with no subtest below 6.0. QUT accepts results only on the academic strand.

If a test is required applicants must arrange for the test and pay any necessary charges. The original test results certificate must be provided, certified copies will not be accepted.

English proficiency tests, ie IELTS and TOEFL, must be sat within the twelve months before classes start. For 2006/1 entry this is interpreted to mean the test must have been sat in 2005. Tests undertaken earlier than 2005 will not satisfy the English proficiency entry requirements; ie such applicants will need to re-sit the test.

If you completed studies where English was the medium of instruction but in a country where English was not the first language you are required to provide documentary evidence confirming English as the medium of instruction.

Other relevant information

If you feel there is information additional to that required which you wish to have considered with your application you are most welcome to attach it. If you are making a personal statement you should try to limit your comments to a single A4 page and clearly indicate the relevance of the information to your application. If necessary, supply appropriate documentary evidence to support your request.

Reviewing admission decisions

Applicants who believe an error has been made in the processing of their application for admission must contact Student Business Services, preferably in writing, to seek a review. Once a process of review is completed, applicants who have been refused admission (or re-admission) who wish to take further action can invoke QUT's formal admission appeal procedures.

Further information on courses and study at QUT

At the student administration web site **studentservices.qut.com**, you can find information on student services at QUT including how to apply for academic credit and other application forms such as applying to study non award subjects as a Visiting student.

QUT increasingly uses electronic communication via email sent to the standard QUT student email address. Once you become a QUT student you are advised to regularly check your QUT student email for important correspondence.

Fees

Important information regarding fee liability, census dates, withdrawal without financial penalty and other charges at QUT is located at the student fees webpage. Please visit **studentservices.qut.com/costs**

If successful, your letter of offer will state if the offer is for a tuition fee place. Further information about the type of offer can be found in *gettingstarted.com*

All students who enrol on time are normally provided with a Statement of Account in the first week of the relevant teaching period and must pay by the due date. Statements are provided via your student account on QUT Virtual. For more information visit: <http://www.studentservices.qut.edu.au/costs/paying/when.jsp>. All fees are subject to review on an annual basis.

You may be eligible to apply for assistance from the Commonwealth government to pay your tuition fees through FEE-HELP. For eligibility please see the DEST website www.goingtouni.gov.au. Eligible students must complete the relevant Commonwealth Assistance Form (eCAF) which is available on line via your Personal Profile on QUT Virtual. The form must be completed on or before the census date of the first teaching period of your course. When you submit an electronic eCAF you will be asked to consent to personal, identifying data including your Tax File Number, being provided to the Australian Government for the allocation of a unique identifier - CHESSN (Commonwealth Higher Education Student Support Number) and the management of your Commonwealth assistance. Failure to provide the completed eCAF form on or before the census date will mean that you will have to pay your tuition fees yourself.

Please note: students who have previously requested Commonwealth Assistance for another course either at QUT or another educational institution and who will require further assistance for a new course must ensure an eCAF is submitted before the census date for each new course undertaken.

Important information regarding fee liability, withdrawal without financial penalty and other charges at QUT is located at 'Fees & Charges' via studentservices.qut.com. Applicants who cannot access the web can visit a QUT Student Centre in-person or phone (07) 3864 2000 to obtain fee information.

Disclaimer

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Privacy

The information collected on admission forms is used to determine whether you may be offered admission to the University. If you enrol as a student of QUT, the information you have provided on this admission form will be used to administer your enrolment, to offer other services to you and to provide statistical information to the Commonwealth Government as required by law.

For full details of QUT's practices regarding student information and privacy see;

<http://www.studentservices.qut.com/help/contacts/privacy.jsp>.

If you are unable to access the internet, you can contact QUT Student Centre in-person, phone (07) 3864 2000 or email sbs.enquiries@qut.edu.au for this information.

Certificate in Dance Teaching

Code: KD05	Campus: External/Kelvin Grove	Duration: 2 semesters part-time
Total credit points: 48	Fees: Tuition fees \$100 per credit point + Student Guild fee	

Advanced Certificate in Dance Teaching

Code: KD06	Campus: External/Kelvin Grove	Duration: 4 semesters part-time
Total credit points: 96	Fees: Tuition fees \$100 per credit point + Student Guild fee	

Minimum entry requirements

Applicants are required to provide evidence of their knowledge and experience in at least one dance genre. Students must arrange their own opportunities to plan and implement dance classes and have access to the internet throughout the course. Some assessment work will require students to have use of a VHS or digital video camera. Entry is subject to the Subject Area Coordinator's discretion.

Note

KD06 - All units undertaken by external studies except for Dance Teaching Studies 1 and Dance Teaching Studies 2 which require students to attend two intensive one-week on-campus components.

KD05 - All units undertaken by external studies except for Dance Teaching Studies 1 which is an elective unit in the certificate.

Question 8 – provide details of relevant work experience, dance training and dance teaching experience (including details of the syllabus, styles and age groups taught). You should also provide details of the dance teaching context in which you will conduct your studies.

Note:

Applications for this course should be lodged by 13 January 2006 for Semester 1 or by 2 June 2006 for Semester 2. Late applications received after these dates may receive consideration. Conditions apply.

Further information

Lesley Graham
Phone 07 3864 3284
Fax 07 3864 3734
Email dance@qut.com