



## Application for Re-Admission as a Previous Macquarie Student First Half Year 2009 Information Sheet

If you meet the following criteria, you are eligible to re-apply directly to the University to return to your studies:

- are a previous Macquarie University student who has enrolled in an undergraduate course;
- are returning to the same undergraduate course;
- have not undertaken any intervening tertiary studies\* elsewhere;
- have a recorded result in at least one unit of your incomplete qualification: and
- the qualification is incomplete.

If you:

- have undertaken tertiary studies\* since you were last enrolled at Macquarie, or
- wish to apply for a different undergraduate course, or
- wish to apply for the same undergraduate course with different liability category i.e. from DFEE to CSP

you must lodge an application through the Universities Admissions Centre (UAC) for the First Half Year 2009 intake online at [www.uac.edu.au](http://www.uac.edu.au).

\* Tertiary studies include TAFE courses at diploma level or higher, but not secretarial or trade courses. If you are not sure whether your tertiary studies would affect your application please contact the Coursework Studies Section by phone on (02) 9850 6410 or by email [coursework@mq.edu.au](mailto:coursework@mq.edu.au).

### How to Lodge This Application:

#### By Mail to

Coursework Studies Section  
Lincoln Building (C8A)  
Macquarie University NSW 2109

#### In Person to

Student Enquiry Service  
Level 1, Lincoln Building (C8A)  
Macquarie University NSW 2109

#### Notification of Result of Application:

Applicants will be notified of the outcome of their application on or before Wednesday 21 January 2009.

#### Opening hours:

|                 |                 |
|-----------------|-----------------|
| Mon, Wed, Thurs | 8:30am – 5:30pm |
| Tuesday         | 9:30am – 5:30pm |
| Friday          | 8:30am – 4:30pm |

### On-time Applications Close on Tuesday 30 September 2008

After this date, you may lodge an application with a late fee. This fee is non-refundable and charges are as follows:

|                                    |         |
|------------------------------------|---------|
| 1 October 2008 – 31 October 2008   | \$101   |
| 1 November 2008 – 28 November 2008 | \$113.5 |
| 1 December 2008 – 12 December 2008 | \$125   |

## Points to Note in Completing the Application Form

1. If you have **changed your name** since your last enrolment at Macquarie University, please make sure that you complete the box for "previous family name" with the name under which you were last enrolled. You **MUST** also present documentary evidence of the change (copy of marriage certificate, deed poll, statutory declaration or the like).
2. The only degrees that are offered fully external are the Bachelor of Arts, Bachelor of Science, Bachelor of Education (Early Childhood Education) and Bachelor of Laws. If you nominate external study and your degree is not offered by distance you will be required to enroll in the internal degree. Some units of an internal degree may be offered by distance education.
3. If your application is approved, you will be re-admitted to the undergraduate degree in which you were originally enrolled, as it was named at the time of your first enrolment. Subsequently, the names of some degrees have changed. For example, students studying Psychology in the Bachelor of Arts program prior to 1999 were enrolled in a BA with the eligibility for Psychology. That degree is now called a BA-Psychology.

If you wish to graduate with a particular named degree, you may apply to transfer internally to that degree. Full details on internal degree transfers can be obtained from the Student Enquiry Service, or from the Web at <http://www.reg.mq.edu.au/undergrad>. Alternatively, if you satisfy the requirements for a particular named degree, you are eligible to graduate with that degree. You should contact the Academic Program Section for further information Ph: (02) 9850 6497.

4. If you were previously enrolled at Macquarie University and **you were excluded for taking an unduly long time** to complete your degree or if **you failed a required (LAW/IEC/TEP/ACCG) unit twice, re-admission is not automatic.**

Your case will need to be considered by the Ranking Committee of the Coursework Studies Committee, and you will need to supply documents to support your case for re-admission. Such documents should provide evidence to indicate that your circumstances have improved substantially since you were enrolled, and that you would now have a reasonable chance of succeeding in your studies if you were re-admitted. **If you do not provide such documentation, your application will not be considered.**

5. Please read the declaration carefully, and then sign and date the form.
6. If you want confirmation that your application has been received, please make sure you have provided an email address in question 3 of the application form. Alternatively, you can include a stamped self-addressed envelope with your application. **Applications WILL NOT be acknowledged by telephone under any circumstances.**

## Equity Scholarship Information

The Commonwealth Government has implemented the Commonwealth Scholarship program for students who have demonstrated financial or geographic disadvantage.

In conjunction with the Commonwealth Scholarships Macquarie University has created an equity scholarship program.

Applications for both of these schemes are now open and can be made to the Universities Admissions Centre (UAC). More information on eligibility requirements and applications for these awards can be found on UAC's website at <http://www.uac.edu.au/equity/equityschols.html>.

## Application for Re-Admission as a Previous Macquarie Student First Half Year 2009

I wish to apply for re-admission to the undergraduate program in which I was last enrolled in the year ..... (eg 2004)

Here are my current details:

**1. Student Number**

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**2. Personal Details**

|  |  |  |   |   |  |
|--|--|--|---|---|--|
| Title<br><small>(Dr, Mr, Mrs, Miss, Ms)</small>        |  | Date of Birth<br><small>(Day-Month-Year)</small> |   |   |  |
| Family Name  |  | Gender   | M | F |  |
| First Given Name                                       |  |  |   |   |  |
| Other Given Name                                       |  |  |   |   |  |
| Previous Family Name<br><small>(if applicable)</small> |  |  |   |   |  |

**3. Contact Details**

|  |  |
|--|--|
| <b>Contact Address</b><br><small>(for University correspondence)</small> | <b>Permanent Home Address</b><br><small>(Do NOT give a PO Box, write 'SAME' if as for Contact Address)</small> |
|--|--|

|                |      |      |                |  |  |
|----------------|------|------|----------------|--|--|
| No/Street      |      |      |                |  |  |
| Suburb/Town    |      |      |                |  |  |
| State/Postcode |      |      | State/Postcode |  |  |
| Phone          | Home | Work | Mobile         |  |  |
| Email          |      |      |                |  |  |

**4. Do you wish to study on-campus (Internal) or fully in the distance mode (External)?**

Internal                       External

**Please tick one only.**

**5. Do you wish to study full-time or part-time?**

Full-time                       Part-time

**Please tick one only.**

**6. Course**

**Division of Registration**

**7. Were you excluded for taking an unduly long time, or failing a required (LAW/IEC/TEP/ACCG) unit twice?**

Yes                       No

If **YES** your readmission is not automatic. **You must provide material with this application to support a case for your re-admission (refer to point 4 on page 2).**

**YOU MUST PROVIDE  
MATERIAL TO  
SUPPORT YOUR  
CASE**

**8. Have you undertaken any tertiary studies since you were last enrolled at Macquarie University?**

Yes                       No

If **YES**, please refer to the instructions on page 1 for making a UAC application.

**YOU MUST MAKE A  
UAC APPLICATION**

|                        |                       |                             |    |               |                               |                         |                      |            |
|------------------------|-----------------------|-----------------------------|----|---------------|-------------------------------|-------------------------|----------------------|------------|
| <b>Office Use Only</b> | App Receipt Sent Date | Further Documents Required? |    | Study Package | Assessed                      |                         | Mode                 | Offer Sent |
|                        |                       | YES                         | NO |               | Must complete by date passed? | Re-parenting necessary? | Internal<br>External |            |



**10. Read and sign the following declaration and authority**

**(Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority).**

I wish to apply for the course/s listed and declare that the information I have submitted is true and complete. I understand that Macquarie University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

I understand that while the supply of information is voluntary, if I cannot provide or do not wish to provide the information sought, it may be impossible to process my application.

I understand that in submitting this application, Macquarie University is collecting personal information from me, and that this is considered personal information for the purposes of the Privacy and Personal Information Protection Act 1998. I understand that the purpose for collecting the information is to enable my application to be considered, to plan the provision of educational courses, and that the intended recipients of this information are officers within Macquarie University and any other body who may require the information for administration purposes, including agencies of the Federal Government.

Macquarie University is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. I understand that Macquarie University may disclose the information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes, that DEEWR will store the information securely in the Higher Education Information Management System (HEIMS) and that DEEWR may disclose the information to the Australian Taxation Office (ATO). Macquarie University and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

I authorise Macquarie University to collect, receive, store, transfer and use any information about me from the Universities Admissions Centre and/or other tertiary institutions to facilitate the processing of my application.

I understand that all fees including late application fees paid to Macquarie University in connection with my application are not refundable under any circumstances.

**Signature**

**Date**

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## Enquiries

### In Person

Student Enquiry Service  
Level 1, Lincoln Building  
Macquarie University  
North Ryde NSW 2109

### Business hours:

Mon Wed Thurs 8:30am - 5:30pm  
Tuesday 9:30am - 5:30pm  
Friday 8:30am - 4:30pm

### By Mail

Coursework Studies Section  
Macquarie University NSW 2109

### By Phone

Ph: 02-9850 6410

### By Email

coursework@mq.edu.au