



# Application for the Graduate Diploma in Early Childhood Education in First Half Year 2009

(PLEASE WRITE CLEARLY USING A BLACK PEN AND BLOCK LETTERS)

I wish to apply for admission to the Graduate Diploma in Early Childhood Education in First Half Year 2009. Here are my current details:

1. **Have you ever been at enrolled at Macquarie University before?**  YES  NO

If YES, please give your Macquarie University ID. 

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2. **Personal Details**

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

3. **Age** (Proof of Age Required – Passport, Drivers License, Photocopy of Birth Certificate) My age as at 1 March 2009 is 

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4. **Contact Details**

	Contact Address <small>(for University correspondence)</small>	Permanent Home Address <small>(Do NOT give a PO Box, write 'SAME' if as for Contact Address)</small>
No/Street		
Suburb/Town		
State	Postcode	Postcode
Phone	Home	Work
		Mobile
Email		

5. **Tertiary Studies (If Applicable)**

➤ List all tertiary studies undertaken (including previous Macquarie University attendance even if 'Not Effectively Enrolled')

Name of Institution and Campus <small>e.g. UWS – Nepean</small>	Name of degree/diploma/ Diploma course studied <small>e.g. Bach. of Business</small>	Years of Attendance <small>e.g. 2001 – 2003</small>	Course * complete?	Qualification obtained (if any)

\* If completing a course in 2008, answer YES to this question.

- You must provide documentary evidence of all tertiary studies attempted (official transcripts or certified copies of official transcripts only, NOT individual examination results) with the exception of Macquarie University results which we obtain
- If you are enrolled in another tertiary institution in second half-year for 2008, please submit these results as soon as they become available.

<b>Office Use Only</b>	CSS	APPLICATION REC'D ON TIME Y      N A/C CODE F31	DOCS REQ'D Y      N	PROOF OF ENGL PROFICIENCY REQ. Y      N
	D/V	SENT TO DIVISION	STUDENT NOTIFIED Y      N	COMMENT
	AMIS	ASSESSED QUAL      QUAL WITH COND.      NOT QUAL	OFFER OFFER      NOT OFFERED	NOTIFIED

6. If you are currently enrolled at a tertiary institution, will you be sitting for examinations at the end of the year?  Yes  No

**7. Citizenship/Residency Details**

a Please indicate your citizenship/residency status by ticking **ONE** of the following:

I am an Australian Citizen please complete Questions d – g

I am an New Zealand Citizen please complete Questions d – g

I am the holder of an Australian Permanent Resident Visa (other than Humanitarian sub-class)  
please complete Questions b – g

I am the holder of an Australian Permanent Resident Humanitarian Visa  
please complete Questions b – g

**If you have not selected one of the options as listed above, you may be able to apply to complete this program as an International Student. Please contact Macquarie International on 9850 6320 for further information.**

b For holders of Australian Permanent Resident or Australian Permanent Resident Humanitarian Visas please complete the following:

➤ On what date was your Visa granted? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

➤ If the Visa was granted before you entered Australia, please give the date when you first entered Australia as a Permanent Resident. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Please attach a certified copy of your visa and (if relevant) the page in your passport showing the date on which you first entered Australia as a permanent resident.**

c Will you be residing in Australia during the study period?  YES  NO

d In which country were you born?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Australia (1100)             | <input type="checkbox"/> New Zealand (1201) | <input type="checkbox"/> Hong Kong (6102)      |
| <input type="checkbox"/> Singapore (5205)             | <input type="checkbox"/> Indonesia (5202)   | <input type="checkbox"/> United Kingdom (2100) |
| <input type="checkbox"/> Malaysia (5203)              | <input type="checkbox"/> China (6101)       |  |
| <input type="checkbox"/> Other (Please specify) _____ |   |  |

e If you were not born in Australia, in what year did you first enter Australia? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

f What is the main language spoken at your permanent home address? \_\_\_\_\_

g Are you of Aboriginal or Torres Strait Islander origin?  YES  NO

8. Do you wish to study Full-Time or Part-Time?  Full-time  Part-Time

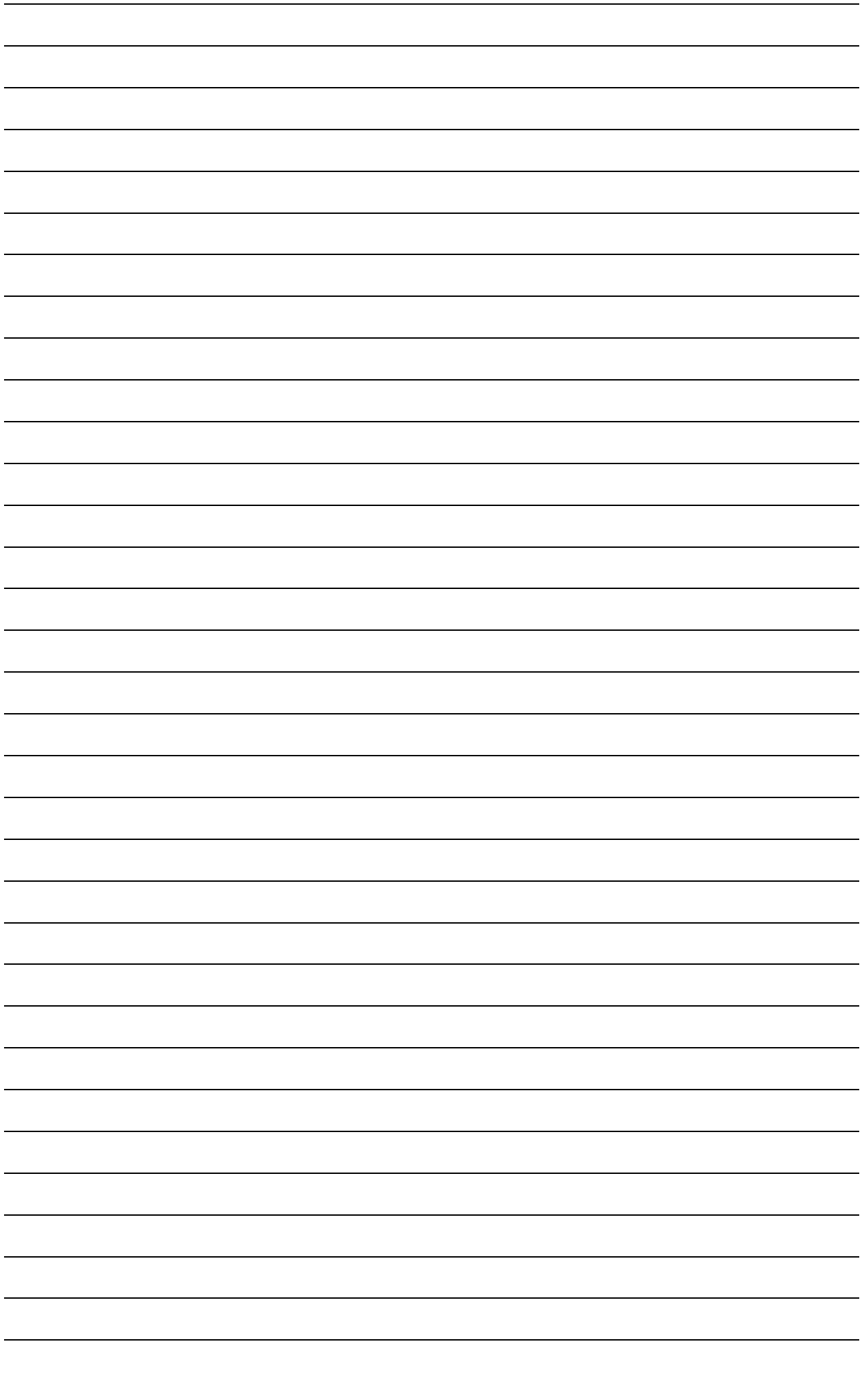
9. Please indicate why you wish to enrol in this course and provide any other information that you consider relevant to this application

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**Students who have completed the Bachelor of Teaching (Early Childhood Services) at Macquarie University need not complete this section of the application form (Q 9 only)**



10.

**(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**

**On-time applications close Tuesday 30 September 2008.**

**Late applications with an appropriate late fee (as detailed below) will be accepted until Friday 12 December 2008. Please note that late application fees are non refundable.**

Wednesday 1 October – Friday 31 October	\$101 late fee
Saturday 1 November – Friday 28 November	\$113.50 late fee
Saturday 29 November – Friday 12 December	\$125 late fee

**In Person**  
**Student Enquiry Service**  
**Level 1, Lincoln Building**  
**Macquarie University NSW 2109**

**Opening Hours:**  
**Monday, Wednesday, Thursday 8:30am - 5:30pm**  
**Tuesday 9:30am – 5:30 pm**  
**Friday 8:30am – 4:30pm**

**By Mail**  
**Coursework Studies Section**  
**Lincoln Building**  
**Macquarie University NSW 2109**

**PLEASE NOTE:**

If you require an acknowledgement of receipt of this application, please provide a stamped self-addressed envelope. This will be sent back to you when your application is received.

Applications WILL NOT be acknowledged by telephone.

## Application for Admission to the Graduate Diploma in Early Childhood in First Half Year 2009

### Closing date for applications for 2009:

On Time applications close on Tuesday 30 September 2008.

**Late applications** for the Graduate Diploma will be accepted on payment of a **LATE FEE** as follows (Please note that all late fees are non-refundable):

Wednesday 1 October – Friday 31 October	\$101 late fee
Saturday 1 November – Friday 28 November	\$113.50 late fee
Saturday 29 November – Friday 12 December	\$125 late fee

No applications will be accepted after Friday 12 December 2008.

### Notification of result of application:

Notification of the result of applications will be forwarded by mail in January 2009.

### Enrolment:

All enrolments will be done by mail.

### General Points to note in completing the application form

- Please ensure that your application is **legible**. Please write neatly and preferably in **block letters** using **black pen**.
- Applications, which are inadequately documented, will not be considered**, so it is important that the information supplied on the form is complete and correct, and all supporting documentation is provided.  
  
**A certified copy is a photocopy that a Justice of the Peace has compared with the original documentation. The photocopy is stamped and signed to verify that both are the same.** Plain photocopies will not be accepted.
- Applications, which are not completed in full, will not be considered. Please ensure that you take the time to both read and complete the application form thoroughly.
- The Closing date is not negotiable. Applications received after the 12<sup>th</sup> of December 2008 will not be considered.
- Any monies paid in late fees are **NON REFUNDABLE**. This is the charge that you pay to have your application considered for a position in the course if submitted to the University after the on-time closing date of 30 September 2008.

### Personal Details/Contact Details

- If you have been a student at Macquarie University, please write down your 8 digit Student ID number. If you have never been a student, ignore this question.
- If any of your documents show a name that is different from the one that you have used on your application form, you must supply documentary evidence of your change of name, e.g. marriage certificate.
- Ensure that address is legible.
- You must provide both a contact address and a permanent address. If these are the same, write the details in the contact address and write "same as contact" in the permanent address. *A PO Box number is not acceptable for a permanent address.*

## Citizenship/Residency Details

- If you answer NO to all three parts of this question, you may be eligible to apply for this program through Macquarie International.

You should contact Macquarie International on 9850 6320.

## Tertiary Studies

- An **academic transcript** has a full listing of the award/s you have been enrolled in and each grade that you have achieved in each award.

Transcripts are on University/TAFE letterhead and contain a watermark for security purposes.

You may need to pay a small administrative charge to obtain an academic transcript.

- A **certified copy** is a photocopy that a Justice of the Peace has compared with the original documentation. The photocopy is stamped and signed to verify that both are the same. Plain photocopies will not be accepted.
- Please give full details of each University or other Tertiary Institution you have previously attended or are currently attending, and record the course studied, years of attendance, name of the qualification gained and the year awarded. If you have not completed your course please indicate clearly the proportion of the course that you did complete.
- You will need to provide an official academic transcript from each institution, other than Macquarie University, you have attended.** This should show all subjects taken, grades obtained (including failure grades) and the stage reached or qualification gained. A collection of examination result slips is not an acceptable substitute for an official transcript. If you have been enrolled in a tertiary institution in 2008 you must forward your 2008 examination results as soon as they become available. **A certified translation of any documents not in English must also be supplied.**
- If you are relying for admission on qualifications gained in countries where English is not the main spoken language, you must **demonstrate English proficiency** to the University's satisfaction. Evidence of the results of any **recent** tests of English such as TOEFL and IELTS or official evidence of English proficiency must be submitted together with your application.

## Personal Statement: Why you wish to be considered for this program

- You must provide a short statement indicating why you wish to enrol in this program and provide any other information which you consider to be relevant to this application
- Please note that students who have completed the Bachelor of Teaching (Early Childhood Services) at Macquarie University do not need to complete this section of the application

## Declaration

- Please read the declaration carefully, and then sign and date it.
- The University cannot process your application if this is not signed.

### PLEASE NOTE:

If you require an acknowledgement of receipt of this application, please provide a stamped self-addressed envelope. This will be sent back to you when your application is received.