

# Headstart

## APPLICATION FORM 2016

- This form is for Year 11 and 12 high school students wishing to undertake individual courses under the Headstart Program
- **Tuition fee:** Refer to [www.usc.edu.au/fees](http://www.usc.edu.au/fees) for the 2016 amount
- Read this brochure or visit [www.usc.edu.au/headstart](http://www.usc.edu.au/headstart) before completing this application
- **Applications due:** Friday 30 October 2015 for study in Semester 1, 2016  
Friday 27 May 2016 for study in Semester 2, 2016
- Refer to the applicant checklist on page 5 of this form for a list of the supporting documentation you will need to submit with your application

### OFFICE USE ONLY

Student ID: \_\_\_\_\_ Semester of enrolment: \_\_\_\_\_  
Application number: \_\_\_\_\_  
Scholarship awarded:  Did not apply  No, not successful  
 Yes, (please specify) \_\_\_\_\_

### Personal details

Given name/s \_\_\_\_\_ Family name \_\_\_\_\_  
Previous family name \_\_\_\_\_ Preferred name \_\_\_\_\_  
*(if applicable)*  
Date of birth *(day/month/year)* \_\_\_\_\_  Male  Female  Other  
In what country were you born? *(please tick ✓ one)*  
 Australia  Other country *(please specify)* \_\_\_\_\_ Year of arrival in Australia \_\_\_\_\_  
Daytime telephone number \_\_\_\_\_ After hours telephone number \_\_\_\_\_  
Mobile telephone number \_\_\_\_\_ Email \_\_\_\_\_



### Please submit completed form to:

Admissions  
Student Administration (ML23)  
University of the Sunshine Coast  
Locked Bag 4  
MAROOCHYDORE DC QLD 4558

### MAILING ADDRESS Number and street *(or PO Box)* \_\_\_\_\_

Suburb or town \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

### PERMANENT RESIDENTIAL ADDRESS if the same as above please tick (✓) Number and street *(or PO Box)* \_\_\_\_\_

Suburb or town \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

### Personal statistical details *(this information is required by the Commonwealth Government)*

1. Are you of Aboriginal or Torres Strait Islander origin?  
For persons of both Aboriginal and Torres Strait Islander origin, tick (✓) both 'YES' boxes
- |                        |                              |                             |
|------------------------|------------------------------|-----------------------------|
| Aboriginal             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Torres Strait Islander | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
2. What is your citizenship or residency status?
- a)  I am an Australian citizen
- b)  I am a New Zealand citizen
- c)  I am a permanent resident *(excluding New Zealand citizens)* Country of citizenship \_\_\_\_\_
- d)  I have a temporary entry permit (eg student visa or temporary resident visa) *or*  
I am a dependent of a diplomat (except New Zealand) and will reside in Australia during semester

### English language requirements

1. Do you speak a language other than English at your permanent home residence?  Yes  No

If 'YES', name of non-English language that is spoken most often \_\_\_\_\_

2. Is English your first language?  Yes  No If 'NO', please specify first language \_\_\_\_\_

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### Course enrolment

Which semester do you wish to commence study? Semester  1  2 (please tick ✓)

In the table below, enter the course code and course title for the course you wish to enrol in. Refer to the timetable on the USC website to select your lecture, tutorial and workshop/laboratory session times (if applicable). **Please note** that you must provide three preferences for class times for all classes where available. The timetable is available from 12 October 2015 for study in Semester 1, 2016, and from 16 May 2016 for study in Semester 2, 2016.

Course code (eg COR109)					Course title (eg Communication and Thought)				
Tutorial preferences (eg T10)			Computer workshop/Laboratory/Workshop preferences (if applicable) (eg CW5)			Lecture preferences (eg L9)			
1	2	3	1	2	3	1	2	3	

### Academic history

School name \_\_\_\_\_

Learning Unique Identifier (LUI) (Contact your school office for your LUI) \_\_\_\_\_

Your year level (during your intended semester of study) \_\_\_\_\_ The year you will complete Year 12 \_\_\_\_\_

School subjects being studied during your intended semester of study (eg Chemistry, Maths B) \_\_\_\_\_

What degree or degree area do you intend studying after Year 12? \_\_\_\_\_

### Admission statistical details

- Please answer all questions by placing a tick (✓) in the appropriate box.
- **Indicate the most recent year of enrolment if 2 or 3 is ticked.**
- You should assume success in current studies.

Have you ever completed any of the following:

	Never commenced	or	Commenced but not expected to complete this year	or	Completed or expect to complete this year	Most recent year of enrolment (if 2 or 3 ticked)
(a) TAFE award course/s eg Certificate I, II, III.	1 <input type="checkbox"/>		2 <input type="checkbox"/>		3 <input type="checkbox"/>	in (year)
(b) Year 12/matriculation at high school, secondary school or secondary college?	Never commenced or incomplete and do not expect to complete this year		1 <input type="checkbox"/>	or	Completed or expect to complete this year	Year of completion/expected completion (if 2 is ticked)
(c) Year 12/matriculation at another institution? (eg external study, 'night school', private study college)			1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	in (year)
(d) Some other qualification or certificate of attainment or competence which may be recognised for tertiary entrance?			1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	in (year)

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### School's Statement of Support To be completed by the School Headstart Coordinator

- This student is achieving at B-grade average or better
- I believe this student is capable of successfully undertaking university study
- I agree to meet with this student regularly to discuss their progress and inform the University of any relevant issues.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Email \_\_\_\_\_ Telephone \_\_\_\_\_

*\*Special circumstances may be considered on a case by case basis. Please attach written statement if special circumstances exist.*

### Headstart scholarship

A number of Headstart scholarships are offered each semester for domestic students. These assist students from low-income families, or students who identify with other recognised equity groups including Aboriginal and Torres Strait Islander peoples or students with a disability.

**Scholarships are 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:**

- a typed statement, approximately 200–300 words in length, outlining your reasons for applying for a scholarship, and
- the supporting documentation outlined below for the category or categories that you identify with

Do you wish to apply for a Headstart scholarship?  No  Yes—I wish to apply for a Headstart scholarship because I am: *(please tick ✓)*

**from a low-income family background**

If you or your parent/s are in receipt of a Centrelink income support payment (eg Youth Allowance, Parenting Payment), please attach a recent Centrelink Income Statement. If you are not in receipt of Centrelink benefits, please provide a copy of your parents' most recent ATO Notice of Financial Assessment and any other relevant documentation to support your claim for low-income status.

**an Indigenous Australian**

If you are an Indigenous Australian, please provide either:

- a letter of verification from your local community Elder; or
- confirmation in writing with the common seal from the chairperson of the Aboriginal or Torres Strait Islander incorporated organisation in a community in which the applicant lives or has previously lived

**a person with a disability, impairment or long-term medical condition**

If you suffer from a long-term medical condition or disability, you must provide documentary evidence (eg letter or report from a medical practitioner).

**a recipient of the Headstart Rise and Shine scholarship**

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### Parent/Guardian declaration

**NB:** A parent or guardian must sign this permission form.

Print full name of person under the age of 18 \_\_\_\_\_

#### Permission for internet access

Federal Government legislation restricts internet services for people under 18 years of age.

The Broadcasting Services Amendment (Online Services) Act 1999, has created a co-regulatory scheme for dealing with internet content including ensuring that internet access is not provided to people under the age of 18 without the consent of a parent or responsible adult. Details of this legislation are available at [www.comlaw.gov.au/ComLaw/legislation/act1.nsf/asmade/bytitle/6E2D62F72AACB92BCA256F710082447E?OpenDocument](http://www.comlaw.gov.au/ComLaw/legislation/act1.nsf/asmade/bytitle/6E2D62F72AACB92BCA256F710082447E?OpenDocument)

For information on how to supervise use of the internet and how to protect people from offensive material on the internet, please consult [www.acma.gov.au/WEB/LANDING/pc=INTERNET\\_MAIN](http://www.acma.gov.au/WEB/LANDING/pc=INTERNET_MAIN) The University of the Sunshine Coast does not normally supervise and/or censor internet access.

Internet accounts are offered to staff and students of the University of the Sunshine Coast for work associated with learning, teaching, research and administration. Students and staff are bound by the Policy on the Acceptable Use of IT Resources. The policy is available from the University's website at [www.usc.edu.au/ITpolicy](http://www.usc.edu.au/ITpolicy)

I am the parent/guardian of the above-named person. I have read the Acceptable Use of IT Resources Policy [www.usc.edu.au/ITpolicy](http://www.usc.edu.au/ITpolicy) and agree to the conditions of use.

I understand that all internet services are available through the network account and that the University may provide no censorship.

I give permission for the above-named person to receive full access to the internet via the University of the Sunshine Coast.

I do not give permission for the above-named person to receive full access to the internet via the University of the Sunshine Coast.\*

\* Note: Failure to receive permission may mean that the student is unable to complete their course/program of study.

#### Fee liability

There is a fee for enrolment in each Headstart course. The only exception to this is for students who are awarded a Headstart scholarship. Students are responsible for generating the invoice via USC Central and it will specify the amount owed, method of payment and due date. Directions on how to generate the invoice and pay fees are available on the USC website at [www.usc.edu.au/payfees](http://www.usc.edu.au/payfees)

I agree to:

liaise with the student to ensure the generation of the invoice and

ensure the fees are paid by the due date

I understand if the fees are not paid by the due date the student's enrolment will be cancelled.

#### Fee due dates:

Semester 1, 2016      25 March 2016

Semester 2, 2016      12 August 2016

Name of parent/guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Applicant declaration

I agree to obey the policies, guidelines and rules of the University of the Sunshine Coast as far as they may apply to me. I declare that the information supplied herein is correct and complete. I authorise the University to obtain official records from any other educational institution previously attended by me, and acknowledge that the University 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 the University may collect, store and disclose this information to Universities Australia and Universities Australia member institutions and any other relevant authority.

The University of the Sunshine Coast uses email and/or mail to communicate administrative matters to students. I agree to check my USC email account on a regular basis and to maintain current mailing address details on USC Central.

The University of the Sunshine Coast is collecting the information on this form to carry out its functions under the University of the Sunshine Coast Act 1998. The University may disclose some, or all, of this information to appropriate agencies if required including the Commonwealth Department of Education, Employment and Workplace Relations and the Australian Taxation Office. More information on privacy is available online at [www.usc.edu.au/privacy](http://www.usc.edu.au/privacy)

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Reminder:** Please ensure you complete the 'Applicant Checklist' on page 5 of this form before submitting your application.

## Applicant Checklist

**YES** I have:

- completed the entire application form
- provided three preferences for all classes (*if applicable*) from the '**open classes only**' version of the timetable [www.usc.edu.au/timetables](http://www.usc.edu.au/timetables)
- attached copies of recent report cards that include **teacher comments** for each subject
  - For Semester 1, 2016 applicants → You are required to submit your Semester 1, 2015 school report card and Term 3, 2015 report card.
  - For Semester 2, 2016 applicants → You are required to submit your Semester 2, 2015 school report card and Term 1, 2016 report card.
- attached a copy of your visa documents (*if applicable*)
- obtained the permission (*signature*) of a parent/guardian
- obtained approval (*signature*) from my school's Headstart Coordinator

**YES** If applying for a Headstart scholarship, I have:

- completed the 'Headstart scholarship' section of the application form
- attached my statement outlining reasons for applying for a scholarship
- attached relevant supporting documentation

# Commitment planner

The commitment planner will help you plan your time and manage your Headstart study alongside various other commitments.

List your commitments below and estimate how many hours per week you need to spend on each.

My commitments		Hours per week
Headstart:	Lecture, tutorial, workshop/lab (if applicable), readings, assignments, exam preparation, etc.	10
School workload:		
Work/vocational:		
Family:		
Social:		
Sport:		
Other:		