

## Single Course (Non-Award) Study This Application is for the use of Local Students only

Applicants should read these notes before completing their application and retain for information.

---

Atax offers ten coursework degree programs: the Master of Taxation, Master of International Taxation, Master of Applied Taxation, Master of Taxation and Financial Planning, Graduate Diploma in Taxation and Financial Planning, Graduate Diploma in Advanced Taxation, Graduate Diploma in Taxation Studies, Graduate Certificate in Taxation and Financial Planning and the Graduate Certificate in Taxation Studies at postgraduate level; and the Bachelor of Taxation at the undergraduate level. It is possible to study each of the courses from these programs as separate, stand-alone courses. This type of enrolment is referred to as **Single Course (Non-Award) Study**.

Students often elect to study Single Courses to complement their existing skills to 'test the water' with tertiary studies before upgrading to a degree program.

### BENEFITS OF SINGLE COURSE (NON-AWARD) STUDY AT ATAX

- You will be taught by experts in the taxation field.
- Choose study that suits your learning style, whether you attend weekly evening classes, intensive classes, study independently by flexible distance mode or choose to do a bit of each.
- Your Study Materials are reviewed and updated annually to keep pace with changes to legislation, policy and practice.
- You can balance your study with the rest of your life.
- The ongoing research of the teaching staff feeds into the continuous improvements of courses.
- Accrue tertiary level credits from your Single Course Study.

There are two categories of Single Course Study:

- **Voluntary Enrolment:** where the student enrolls in the course either out of interest, or to develop professional competence in an area of specialisation. Students enrolled in award programs sometimes simultaneously enrol voluntarily in courses additional to their award requirements. Tuition fees are set annually.
- **Cross-Institutional Enrolment:** where the student enrolls in a course at UNSW for credit towards an award from another **Australian** tertiary institution in which the student is concurrently enrolled. Before an application for cross-institutional enrolment can be approved, the student must submit the home institution's written confirmation that the course/s applied for will be credited towards their degree. This approval will also need to include details of the student's current fee status ie Commonwealth Supported or Tuition Fee-paying.

### ENTRY REQUIREMENTS

The requirements for entry are dependent on the level at which you wish to study. The entry requirements for Single Course (Non-Award) study are similar to those for entry into the degree program from which the course has been taken. Please note that certain courses require prior knowledge and are therefore subject to prerequisites.

Entry to **Masters programs** level courses (**ATAX04\*\***) is normally open to graduates in taxation, law or commerce with degrees of equivalent academic standing and content comparable to UNSW qualifications. Masters applicants should normally be able to demonstrate a Credit (65%) or better overall performance in their first degree. All candidates should have completed a University level course in the basic elements of income taxation or demonstrate equivalent academic and/or practical experience.

Entry to **Graduate Diploma in Advanced Taxation, Graduate Diploma in Taxation and Financial Planning, Graduate Certificate in Taxation and Financial Planning** level courses (**ATAX03\*\***) is normally open to graduates in taxation, law or commerce with degrees of equivalent academic standing and content comparable to UNSW qualifications. All candidates should have completed a University level course in the basic elements of income taxation or demonstrate equivalent academic and/or practical experience.

Entry to **Graduate Diploma in Taxation Studies** or **Graduate Certificate in Taxation Studies** level courses (**ATAX01\*\***) is usually open to candidates who hold an undergraduate degree in any discipline.

The usual entry requirement for **Bachelor of Taxation** level courses (**ATAX00\*\*** or **ATAX06\*\***) is completion of year 12 study (HSC, VCE etc) with a ranking specified for BTax or equivalent TAFE study (Certificate IV). Consideration is given to mature-aged students with extensive technical experience who clearly show they have the potential for tertiary level study.

Entry is competitive, based purely on merit. The Atax Admissions Committee will also take into consideration educational achievement, work experience, evidence of the ability to handle complex technical issues and evidence of commitment and motivation for admission purposes.

## MODES OF DELIVERY

Atax courses can be studied via flexible distance study, in face-to-face evening classes or intensive classes. Assessment remains the same for all modes of delivery. You will be able to choose the delivery mode that suits you best. All Atax students will receive a set of **Study Materials** for each course you are enrolled in and access to **My eLearning Vista**, a web-based site to complement Atax's teaching resources – your Study Materials, past examination papers, feedback, discussion forums and online links are available from this site.

### Flexible Distance Study

This mode of study utilises a combination of **Audio Conferences**, **Regional Classes** and **My eLearning Vista**, allowing you to study from anywhere in Australia or overseas. For each course there are usually four Audio Conferences per semester and students are encouraged to attend. There is also a one-day Regional Class for most courses and these are usually held in metropolitan centres during Week 8 or 9 of the semester.

### Face to face evening classes

Students enrolling in the face to face mode of delivery attend weekly evening classes at UNSW CBD Campus, 1 O'Connell Street, Sydney, NSW. These classes are usually held Monday to Thursday, from 6:00 - 8:00pm. Class sizes are limited to a maximum of 40 students, so students can be assured of a quality educational experience. For more information about these classes, visit <http://www.atax.unsw.edu.au/students/cbd.htm>

### Intensive classes

Some Atax courses can also be studied face to face via Intensive mode. Intensive classes enable students to complete the required coursework for the course in four days. These classes are held on UNSW Kensington campus in Sydney NSW. Classes will normally run from 9.30 - 5.00 pm. For information on courses offered and dates, visit <http://www.atax.unsw.edu.au/students/cbd.htm>

## HOW TO APPLY

### Commencing Students

Students must lodge the **Application For Admission For Local Single Course (Non-Award) or Cross Institutional Students** with Faculty of Law Student Services by **end of January** (for Semester 1 - Teaching Period One, T1) or **end of June** (for Semester 2 – Teaching Period Two, T2). Applicants applying for Voluntary enrolment are required to pay a non-refundable application fee of \$50.00 at the time of lodgement of application. A bank draft bank cheque or personal cheque or credit card details for the application fee must accompany your application.

Applications may be accepted after the closing date subject to availability of places. A non-refundable late application fee of \$100.00 will be imposed on applications, bringing the total amounts payable to \$150.00 for Voluntary enrolments and \$100 for Cross Institutional enrolments. The late application fee applies to applications received after 10 February (for Semester 1) or after 10 July (for Semester 2). **It is advisable to contact Faculty of Law Student Services before submitting a late application.**

**Applications received after the commencement of semester (ie. after the commencement of Week One) will not be processed.**

Applicants must complete all questions on the application form. The application form together with an original or certified copy of your academic transcript and home institution approval (if Cross Institutional) should be lodged with Faculty of Law Student Services. Applicants will be advised in writing of the result of their application.

### Re-enrolling Students

Students who enrol in Single Course (Non-Award) Study in Semester 1 may add courses for Semester 2 of the same academic year by completing a **Variation of Enrolment for Single Course (Non Award) Study** form, available at <http://www.atax.unsw.edu.au/students/forms> Students must lodge the **Variation of Enrolment for Single Course (Non Award) Study** form with Faculty of Law Student Services by **the end of June** (Semester 2 Closing date). No application fee applies.

Cross Institutional students must provide written approval from their home institution for the additional course(s) in Semester 2. This approval letter **must** accompany the **Variation of Enrolment for Single Course (Non Award) Study** form.

## ENGLISH LANGUAGE PROFICIENCY

All applicants whether local or international, for admission to any UNSW program delivered either in Australia or overseas, who do not have an assessable qualification undertaken and assessed in English, must provide evidence that their English language ability meets the minimum requirements for admission. The required evidence may take the form of results from an approved English Language test undertaken no more than **two years** prior to the commencement of study at UNSW.

**Please note: Only ORIGINAL test certificates are acceptable. The University does not accept certified copies of English Language Results.**

For more information, please see <http://www.unsw.edu.au/elp>

### Students with Disabilities

UNSW has a policy of equal opportunity in education and seeks wherever possible to ensure maximum participation of students with disabilities.

A range of assistance is offered, including examination support, specialised equipment, educational support, parking provisions and library assistance. If you have a disability please make contact with the Student Equity and Disabilities Unit by telephone (02) 9385 4734 prior to or immediately following enrolment to discuss your support needs.

For more information, visit <http://www.studentequity.unsw.edu.au>

## WHAT IS A CERTIFIED COPY?

A 'certified copy' is a copy of an original document that is verified or notarised as a true copy by an authorised person. This person may be: an Australian Justice of the Peace with the official stamp and a registration number, Australian Education Centre Staff, Staff of Australian Overseas Diplomatic Mission, Official Representatives of UNSW, UNSW Offshore Offices, Public Notary Office, the Administration of the Institution which issued the document or the Administration of an Australian University.

To have your documents certified, you will need to give both the original and the copy to the person certifying the document. Each page of the document must be certified separately, and must show clearly:

- the words 'I certify this to be a true copy of the document shown and reported to me as the original'
- the signature of the certifying officer
- the name and address or provider/registration number of the certifying officer or notary printed legibly below the signature. UNSW must be able to contact the certifying officer or notary directly if necessary
- official stamp or seal of the certifier's organisation (if available).

All copies of the documents (including English translations where applicable) which you send to UNSW must be certified.

Faxed/scanned copies of documents will only be accepted if faxed/emailed directly from the administration of the institution which issued the document.

## RULES AND GUIDELINES

1. Single Course study enrolment in a course may be permitted provided that the student has appropriate educational qualifications, that the Head of School or his delegate considers that the student will benefit from the enrolment, that a place is available, and that the enrolment does not prevent a place in the course being available to a student proceeding to an award.
2. Applications may be accepted after the closing date subject to availability of places. Atax reserves the right to refuse late applications.
3. The Registrar may limit the number of Single Course study courses in which a student may enrol, regardless of the permission to enrol that the student may have received from the Head of School or his delegate. In general, students will not be permitted to enrol in more than four half-year courses in any one academic year.
4. A student who is under exclusion from any course in the University may not enrol in that course as a Voluntary enrolment.
5. A student who is under exclusion from any program at the University may not enrol in any course which forms a compulsory component of the program from which the student is excluded.
6. A student who is subsequently admitted to an award program at the University, for which the courses completed as a non-award student form a part, may apply for credit for those courses.
7. The University may decline permission to enrol in a course if the student has not completed pre-requisites for that course.
8. Atax assumes that successful applicants accept the offer of the place on the course unless written notification is received indicating withdrawal. Unless written notification is received, formal enrolment at UNSW will stand on the basis of application. If notice of withdrawal from a course is received on or before the relevant Census Date for the teaching period of the Semester, a full refund of the course fee will be made. A student will incur and retain liability for the course fee, if notice of discontinuation is not received before the dates given above.

## FEES AND CHARGES

### Local Students – Voluntary

Tuition fees are payable for all Non Award voluntary enrolments. FEE-HELP is not available for Single Course (Non Award) Voluntary enrolment.

### Local Students – Cross-Institutional

If you are enrolled as a **Commonwealth Supported student** at your home institution, you may be eligible for a Commonwealth Supported place at UNSW. If applicable, you will be required to provide (**with your application**) evidence of your Commonwealth Supported Student status at your home institution. Acceptable evidence includes an original or certified copy of a current Student Fee Statement or Confirmation letter from your home institution confirming your status or a Notice of Liability from your home institution (liability notices from the ATO are **not** acceptable).

If your application to study as a cross-Institutional student is successful, you will need to complete a *Request for Commonwealth Support and HECS-HELP* form as part of the acceptance process.

If you are enrolled as a **Tuition Fee-paying student** at your home institution you will be charged tuition fees for your Cross-Institutional enrolment at UNSW. Eligible students may apply for FEE-HELP.

### Tuition Fees for Atax courses

For further information about Access to Fee Statements/Payment Due Dates/Tuition Fees/HECS-HELP/FEE-HELP, please visit <https://my.unsw.edu.au/student/fees/FeesMainPage.html>





4. COURSE/S APPLIED FOR					Office Use Only					
	Course Code (eg ATAX0305)				Course Name (eg Taxation of Trusts)	Modes of Delivery (Flexible Distance, Face to face or Intensive)	Approved (Y/N)	Course Level (00, 01, 03, 04)	Signature of Program Convenor	Date
1	ATAX									
2	ATAX									
3	ATAX									
4	ATAX									

Information on Courses on Offer is available at <http://www.atax.unsw.edu.au/students/coursesstart.htm>

Have you previously been, or are you liable for exclusion from any course or program at UNSW?  Yes  No

(If yes, you must attach details with this application)

Are you currently enrolled at a tertiary institution?  Yes  No If yes, where? \_\_\_\_\_

#### 5. CURRENT/PREVIOUS STUDIES – INCLUDING FINAL SECONDARY QUALIFICATIONS

Name of Institution	Years of Attendance	Program Studied	Qualification Obtained and Year of Award

**Note:**

- You are required to supply with each application a certified copy of the full official transcript of your academic record in English for **all** qualifications obtained at other institutions. This must show all subjects attempted including failures, marks and/or grades, an explanation of the grades/codes used, and a statement that the requirements for the degree or diploma have been satisfied.
- If you are currently enrolled in a program at another institution you should supply a certified copy of the official transcript of your results to date with this application and send results of your present program as soon as they are available.
- If you have changed your name and your documents are in your former name, you must provide evidence of your name change.

Photocopies must be certified by an Australian Justice of the Peace with a registration number, Australian Education Centre Staff, IDP Education Australia staff, Australian Overseas Diplomatic Mission, Official Representatives of UNSW, UNSW Offshore Offices, Public Notary Office, the Administration of the Institution which issued the document or an Australian University. **PLEASE NOTE ORIGINALS CANNOT BE RETURNED.**

#### 6. ENGLISH LANGUAGE PROFICIENCY

All applicants, whether local or international, for admission to any UNSW program must provide evidence that their English language ability meets the minimum requirements for admission. The required evidence may take the form of results from an approved English Language test undertaken no more than **two years** prior to the date of the offer of a place at UNSW. **Please note: only ORIGINAL test certificates are acceptable. The University does not accept certified copies of English Language results.**

Please see <http://www.unsw.edu.au/elp> for further details.

#### 7. PROFESSIONAL CLASSIFICATION

Tick all boxes that apply. Are you:

- A Certified Practising Accountant (CPA)?
- A Chartered Accountant (CA)?
- A Registered Solicitor?
- A Registered Tax Agent?
- A Registered Financial Planner?
- A Registered Barrister?
- A member of any other relevant professional body? (please give details): \_\_\_\_\_

#### 9. EMPLOYMENT OR OTHER RELEVANT EXPERIENCE

Give brief particulars of your employment and other relevant activities in chronological order. (Attach additional sheet if required)

Employer and Address	Type of Work	Part-time or Full-time	Position Held	Employment Period	
				From	To

## 10. DETAILS OF OTHER QUALIFICATIONS HELD and DETAILS OF PROFESSIONAL EXPERIENCE

Please provide details of training courses (level and duration) undertaken (excluding formal academic qualifications) together with results. For example, Professional Year Studies, Continuing Professional Education courses, Tax Officer Development courses etc. Please include dates. (Attach additional sheet if required).


## 11. ADDITIONAL INFORMATION

Use the space below to provide any additional information that will help us in assessing your application. (Attach additional sheet if required).


## 12. CHECKLIST

YOUR APPLICATION CANNOT BE CONSIDERED UNLESS **ALL** REQUESTED DOCUMENTS ARE ATTACHED.

### A. I have included with this application form:

- Official Academic Transcripts:** Original or certified copies of the full official transcript of **all** previous tertiary studies (awards gained, marks, and grades) in English and an explanation of any grades or other codes used on the transcript. If not in English official translations into English plus certified copies of the original language document will be required. Note: Exam/Result notices and web statements are not acceptable.
- English Language Proficiency:** Evidence of satisfying the University's English Requirement, if relevant (must be original copy).
- Name Change:** Proof of name change, if relevant.
- Australian Permanent Residents and New Zealand Citizens:** a certified copy of your passport page showing your personal details and if applicable your Australian Permanent Residency visa.

### B. If you are applying to study as a Cross Institutional student, you must provide the following in addition to the checklist items listed in 'A':

- Home Institution Approval:** An original or certified copy of your home institution's written confirmation that the course(s) applied for will be credited towards your degree.
- Home Institution Fee Liability Status:**  
Commonwealth Supported Students (CSS) – In order to verify your status as a Commonwealth Supported Student, you are required to submit evidence of your current fee liability status at your home institution. Acceptable evidence includes: an original or certified copy of a current Fee Statement, or a Confirmation letter from your home institution confirming your CSS status, or a current Notice of Liability or Commonwealth Assistance Notice (CAN) from your home institution. Please note: Web printouts will be accepted if stamped by Student Administration of your home institution.

Please note: ATO HECS Liability Notices are not acceptable.

Tuition Fee paying students – no fee document required at the time of your application.

### C. If you are applying to study as a Non Award voluntary student, you must provide the following in addition to the checklist items listed in 'A':

- Application Fee:** The application fee (non refundable) of AUD\$50/AUD\$100/AUD\$150 payable by bank draft/bank cheque/cheque, made out to The University of New South Wales, or complete the credit card authorisation for payment section below. Payable per application.
- Late Application Fee:** Applications submitted late (after 10 February for Semester 1, 10 July for Semester 2) are liable for a \$100 late application fee. Please note: Non Award voluntary applicants must pay this in addition to the \$50 application fee.

### 13. PRIVACY NOTIFICATION

The University of New South Wales (UNSW) acknowledges and respects the privacy of individuals. The information you provide on this application form is "personal information" as defined by the Privacy and Personal Information Act, 1998 (NSW) [the Act].

The information you provide is collected and held by UNSW and for administrative and statistical purposes in order to assess your application for admission and to send you information about UNSW activities that may be of interest to you. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and the UNSW Privacy Management Plan. Except in the case of Tax Office employees receiving study support, in respect of whom information pertaining to your academic progress at UNSW can be released to the Tax Office, UNSW will not disclose your personal information without your consent to any party and without due cause, except as required by law. You have the right to refuse this consent, but if the consent is not given your acceptance may not be processed. Expressed consent to disclosure is given below. I understand that I am subject to UNSW rules of misconduct and that an adverse finding may be disclosed to my home institution, and I consent to such disclosure.

### 14. DECLARATION AND CONSENT

I declare that the information submitted in this application is correct and complete. I authorise the University to obtain information from any educational institution previously or currently attended by me. If any information supplied by me may be considered to be untrue, incomplete or misleading in any respect, I understand the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it and I consent to such disclosure. I understand that the University reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:     /     /

*Unsigned applications will not be processed.*

### 14. PAYMENT

If you require a receipt please enclose a stamped, self-addressed envelope.

Please tick box, as appropriate:

On time application: I am applying for **Voluntary** Non-Award enrolment. I enclose payment of AUD\$50.00

OR

Late application (after 10 February – Semester 1 (T1), after 10 July – Semester 2 (T2)): I am applying for **Voluntary** Non-Award enrolment. I acknowledge that my application will be received after the dates stated and enclose payment for the application fee and late application fee totalling AUD\$150.00

OR

Late application (after 10 February– Semester 1 (T1), after 10 July – Semester 2 (T2)): I am applying for **Cross Institutional** enrolment. I acknowledge that my application will be received after the dates stated and enclose payment of AUD\$100.00.

#### Payment Details:

I enclose a bank draft/bank cheque/cheque for AUD\$50 /AUD\$100 / AUD\$150 made out to The University of New South Wales. Payable per application.

Please debit my credit card:      MasterCard      Visa

Credit Card Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Cardholder: \_\_\_\_\_     Expiry Date: \_\_\_\_ / \_\_\_\_

Signature of Cardholder: \_\_\_\_\_

### TO LODGE YOUR APPLICATION

Applications close:   Semester 1 (T1)                   End of January  
                                  Semester 2 (T2)                   End of June

Applicants who wish to fax an advance copy of their application **MUST** forward the original application and certified copies of academic documents by post immediately after faxing. Applications cannot be finalised until the original application and certified copies of academic documents are received.

Late applications will only be accepted if places are still available, and the application can be processed in time for the start of the semester. A late application fee applies. Please contact Faculty of Law Student Services Office for information.

Applications received after the commencement of the semester will not be processed. Semester commencement dates can be found at <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>

Return your completed application form, certified copies of your academic transcripts and other documents to:

Admissions Officer (Non Award)  
Faculty of Law Student Services  
The University of New South Wales  
UNSW SYDNEY NSW 2052  
AUSTRALIA