


Office Use Only Date Received _____ Received by _____	<h1 style="margin: 0;">UNIT SELECTION FORM</h1> <h1 style="margin: 0;">CONTINUING STUDENTS</h1> <h2 style="margin: 0;">Semester 3, 2011</h2>	 CHC
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Use this form if you are **continuing your enrolment in your current course** in Semester 3, 2011 (Summer).

Do not use this form if:

- you have been enrolled in a course at CHC but have not studied in that course for more than two years. If you wish to resume your studies in this course, please contact the Registrar's Office.
- you wish to change your course at CHC. To change your course you must submit a completed *Application to Transfer Course* form by the date indicated on that form. If your application is successful, you will be sent the appropriate Unit Selection form.

The closing date for the submission of this form is Monday, 7 November 2011.

Please send your completed form to:

Student Administration
Christian Heritage College
PO Box 2246, Mansfield BC, QLD 4122

Semester 3, 2011 commences on Monday, 28 November 2011.
Census Date for Semester 3, 2011 is Friday, 16 December 2011.

In order to comply with Commonwealth reporting requirements, Christian Heritage College must collect the following information from students. This information will not be used by the Commonwealth to identify individual students and is used for statistical and policy development purposes only.

PERSONAL DETAILS

Name:

Title (Dr/Mr/Mrs/Ms/Miss/etc):

Family Name:

Given Names:

Preferred Given Name:

Student Number:

Emergency Contact:

Name:

Relationship to you:

Phone: Day

Mobile

Has your Citizenship/Residency status changed since your most recent semester of enrolment at CHC?

- No Yes - If you have not already informed CHC of your changed Citizenship/Residency status, please indicate your new status below and attach certified copies of the relevant documentation to this form:
- 1. Australian Citizen - you are an Australian citizen (note: this includes Australian citizens who hold dual citizenship);
 - 2. New Zealand Citizen - you are a New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship (note: this includes any such persons who have Permanent Resident status);
 - 3. Permanent Resident - you have a Permanent visa *other than* a Permanent humanitarian visa;
 - 4. Temporary Resident - you have a temporary entry permit or are a diplomat or a dependent of a diplomat (except New Zealand) and you are residing in Australia during this unit of study;
 - 5. Other - Not one of the above categories and you are residing outside Australia during the unit of study; or
 - 8. Humanitarian Visa holder - you have a permanent humanitarian visa.

CONTACT DETAILS

Have any of your permanent home/term/preferred mailing addresses changed since your most recent semester of enrolment at CHC?

No Yes - Please indicate which address has changed, and provide new details:

- 1. Permanent home address (If you are a temporary resident, you must maintain an overseas address)
- 2. Term address
- 3. Preferred mailing address

Street:

Phone: Day

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Suburb:

Mobile

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State: Postcode:

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Country:

Email (mandatory):

In order for CHC staff to accept information from you over the telephone, please select ONE of the following questions (indicate with a '✓') and provide the answer in the space below. This answer will be used to verify your identity and should not be shared with others.

- What is your mother's maiden name?
- What is your father's birth place?
- What is your mother's birth place?

Answer:

ENROLMENT DETAILS

In what course are you enrolling in Semester 3, 2011? (Please refer to your Student Handbook for course names and codes)

Course Name: Course Code:

Majors/Minors: Please list your majors and/or minors in ONE of the options below (if applicable). Please note that not all courses have majors and/or minors - your Student Handbook indicates the structure of your course, if you are required to select Majors and/or Minors, and the areas that are available. Consult your Course Coordinator or School Administration Officer if you require assistance, or are considering changing your majors and/or minors.

- A) Major 1: Major 2: OR
- B) Major 1: Minor 1: Minor 2:

Should you wish to change your Majors and/or Minors at any time during your course, please see your Course Coordinator.

OFFICE USE ONLY	Majors/minors approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Course Coordinator signature:	Date: / /
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When did you first enrol in this course? Sem

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 Year

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Are you returning from an approved leave of absence?

No Yes - What was the period of the approved leave of absence? Sem

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 Year

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Sem

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 Year

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What will be your attendance mode in Semester 3, 2011?

- Internal - all units are attended on campus (Practicum and intensive units are classified as internal)
- External - all units are studied by distance
- Multi-modal - a mix of both internal and external

What will be your attendance type in Semester 3, 2011?

- Full-time - you are enrolling in 3 or more units (4 or more units for students in continuing preservice Bachelor of Education courses)
- Part-time - you are enrolling in 2 or fewer units (3 or fewer units for students in continuing preservice Bachelor of Education courses)

Are you enrolling in any unit(s) at another university in Semester 3, 2011? (This includes units undertaken through Open Universities Australia)

- No Yes - You must submit a *Cross-Institutional Enrolment Application – Form A* to your Course Coordinator

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

- No Yes - Please indicate: Hearing Learning Mobility Vision Medical Other
- Would you like to receive advice on support services, equipment and facilities which may assist you? No Yes

In which semester were you most recently enrolled in your current course? Sem Year

Are you currently in receipt of a scholarship awarded by the Commonwealth Government?

- No Yes - Please name the scholarship:

Please provide the following information regarding your parents'/guardians' highest educational attainment (DOMESTIC STUDENTS ONLY):

Male parent/guardian

- | | |
|---|---|
| <input type="checkbox"/> Did not complete Year 10 or equivalent | <input type="checkbox"/> Completed a post-school qualification (eg: VET certificate, Associate Degree, Diploma) |
| <input type="checkbox"/> Completed Year 10 or equivalent | <input type="checkbox"/> Completed a Bachelor degree |
| <input type="checkbox"/> Did not complete Year 12 or equivalent | <input type="checkbox"/> Completed a postgraduate degree (for example: Postgraduate Diploma, Masters, PhD) |
| <input type="checkbox"/> Completed Year 12 or equivalent | <input type="checkbox"/> Don't know |

Female parent/guardian

- | | |
|---|---|
| <input type="checkbox"/> Did not complete Year 10 or equivalent | <input type="checkbox"/> Completed a post-school qualification (eg: VET certificate, Associate Degree, Diploma) |
| <input type="checkbox"/> Completed Year 10 or equivalent | <input type="checkbox"/> Completed a Bachelor degree |
| <input type="checkbox"/> Did not complete Year 12 or equivalent | <input type="checkbox"/> Completed a postgraduate degree (for example: Postgraduate Diploma, Masters, PhD) |
| <input type="checkbox"/> Completed Year 12 or equivalent | <input type="checkbox"/> Don't know |

Are you completing the requirements for your course at the end of Semester 3, 2011?

- No Yes - If you complete your course requirements at the end of Semester 3, 2011, you may be eligible to receive your award as part of CHC's mid-year conferral processes in July 2012, and to participate in the Graduation Ceremony on Thursday, 6 December 2012. If you wish to be included in these processes, please submit a completed *Application to Graduate* form to CHC by 1 May 2012 (available on the CHC website). Please contact the CHC Registrar's Office if you require a Letter of Completion for employment or other purposes prior to the receipt of your testamur and official academic transcript at the Graduation Ceremony.

UNIT DETAILS

The units which are available in Semester 3, 2011 are listed on the following pages according to the School in which they are housed. The modes in which the units are being offered are indicated by a '✓' in the appropriate column. All units carry 10 credit points unless indicated.

Select the units in which you wish to enrol for Semester 3, 2011 by clearly circling the appropriate mode, as such: (✓)

Any questions regarding unit selection should be directed to the appropriate Course Coordinator or School Administration Officer. Christian Heritage College reserves the right to remove units from offer without notice. Other arrangements will be made available to students if such an instance were to occur.

Please note:

- Units which have fewer than five enrolments and are available in the External mode will be offered in the External mode.
- Units which have between six and ten enrolments which are offered in the Internal mode may have a reduced number of contact hours across the semester.
- You must ensure that you have fulfilled all prerequisite requirements before enrolling in advanced units, and that your selection of units satisfies the rules of the course in which you are enrolled. Information regarding prerequisite unit requirements and course rules and structures may be found in the Student Handbooks for each school.
- Quotas and other conditions may apply to certain units. Where applicable, these are indicated by a footnote which explains the means by which students' enrolments into these units will be accepted. In order to be considered for enrolment in units to which quotas and other conditions apply, you must return this form to CHC by the due date indicated on Page 1, after which you will be considered for a quota unit only if that quota has not yet been filled. If you are unable to enrol in a unit which you have selected due to the quota being filled, you will be contacted by your School Administration Office to select an alternative unit.
- Please consult the *Semester 3, 2011 Intensives Schedule* on the CHC website for the most up-to-date information regarding intensive dates, or contact the relevant School Administration Office for further details.

SCHOOL OF BUSINESS					
Level	AVAILABLE MODES*			UNIT CODE AND TITLE	
	INT	EXT	INTEN	Code	Title
Undergraduate		✓		BS110	Business Communication
		✓		BS140	Introduction to Marketing
		✓		BS220	Human Behaviour in Organisations
		✓		BS330	Directed Study
		✓		BS395	Management Internship/Project
		✓		BS396	Marketing Internship/Project
		✓		BS397	Human Resource Management Internship/Project
Postgraduate		✓		BS398	Accounting Internship/Project
		✓		BS495	Directed Study
* AVAILABLE MODES: INT = INTERNAL; EXT = EXTERNAL; INTEN = INTENSIVE					

SCHOOL OF CHRISTIAN STUDIES					
Level	AVAILABLE MODES*			UNIT CODE AND TITLE	
	INT	EXT	INTEN	Code	Title
Undergraduate				No units on offer	
Postgraduate				No units on offer	
* AVAILABLE MODES: INT = INTERNAL; EXT = EXTERNAL; INTEN = INTENSIVE					

SCHOOL OF EDUCATION & HUMANITIES					
Level	AVAILABLE MODES*			UNIT CODE AND TITLE	
	INT	EXT	INTEN	Code	Title
Undergraduate	✓			CR490	Independent Curriculum Studies
	✓			ES490	Independent Education Studies
	✓			PE450	Internship: Teaching for Transformation
Postgraduate		✓		ED609	Independent Study in Perspectives for Christian Education
		✓		ED619	Independent Study in Issues of Educational Leadership
		✓		ED621	The Spiritual Development of Learners
		✓		ED629	Independent Study in Issues of Spirituality & Education
		✓		ED631	Improving Learning Praxis
		✓		ED639	Independent Study in Pedagogical Issues
		✓		ED649	Independent Study in Curriculum Issues
	✓		RM659	Extended Independent Study (20cps)	
* AVAILABLE MODES: INT = INTERNAL; EXT = EXTERNAL; INTEN = INTENSIVE					

SCHOOL OF MINISTRIES					
Level	AVAILABLE MODES*			UNIT CODE AND TITLE	
	INT	EXT	INTEN	Code	Title
Undergraduate		✓		JA101	Biblical Interpretation & Application
		✓		JA102	Biblical Studies in the Old Testament
		✓		JA103	Biblical Studies in the New Testament
		✓		JA104	Cornerstones for Ministry
		✓		JA105	History of Christian Thought & its Practice
		✓		JB101	Spiritual Formation
		✓		JB102	Reflections in Theology
		✓		JB103	Ministry Formation
		✓		JB201	A Biblical Understanding of the Church
		✓		JB202	Contemporary Ethics & Compliance
		✓		JB219	Directed Study
		✓		JC200	The Holy Spirit in Ministry
		✓		JC201	Relationships & Communication in Ministry
		✓		JC202	Leadership for Life and Ministry
	Postgraduate		✓		JC219
		✓		JC354	Practicum 4
		✓		JC390	Independent Study
		✓		JA401	Biblical Interpretation & Application
		✓		JA402	Biblical Studies in the Old Testament
		✓		JA403	Biblical Studies in the New Testament
		✓		JA404	Cornerstones for Ministry
		✓		JA405	History of Christian Thought & its Practice
		✓		JB401	Spiritual Formation
		✓		JB402	Reflections in Theology
	✓		JB403	Ministry Formation	
	✓		JC400	The Holy Spirit in Ministry	
	✓		JC490	Independent Study	
* AVAILABLE MODES: INT = INTERNAL; EXT = EXTERNAL; INTEN = INTENSIVE					

SCHOOL OF SOCIAL SCIENCES					
Level	AVAILABLE MODES*			UNIT CODE AND TITLE	
	INT	EXT	INTEN	Code	Title
Undergraduate			✓	CH262	Group Processes
			✓	HB111	Personal & Social Relationships
			✓	HB262	Group Processes
		✓		HB390	Directed Study
		✓		SO391	Directed Study in the Social Sciences
		✓		SO392	Directed Study in the Social Sciences
			✓	YO262	Group Processes
Postgraduate		✓		CH491	Advanced Directed Study in Chaplaincy
			✓	HB462	Reflective Group Process
		✓		HB591	Directed Study in Human Studies
		✓		SO590	Extended Directed Study (20cp)
		✓		SO591	Directed Study in the Social Sciences
Other			✓	YO462	Reflective Group Process
	If you are enrolling in <i>HB460 Attending to the Human Story</i> in Semester 1, 2012, you may be required to undertake <i>Module B: Introduction to Personal & Social Relationships</i> , depending upon the nature of your previous studies. You may request an exemption from this module if you consider that you have the relevant knowledge and skills. In this case, please contact the School of Social Sciences Administration Office. Please select one of the following to indicate your attendance at Module B:				
		I will be attending Module B at CHC on the following dates: 7-9 December 2011			
		I have previously completed Module B at CHC – <i>please give Semester and Year:</i>			
	I am requesting exemption from Module B based on my previous studies – <i>please attach relevant documentation.</i>				
* AVAILABLE MODES: INT = INTERNAL; EXT = EXTERNAL; INTEN = INTENSIVE					

MISCELLANEOUS UNITS

To apply to enrol in units which are NOT listed on this form, please consult the *Units On Offer: Semester 2, 2011 and Semester 3, 2011* information sheet which appears on the CHC website. Only those units which appear on this information sheet are eligible for inclusion.

You are to contact your Course Coordinator to discuss whether any of the units on the *Units On Offer: Semester 2, 2011 and Semester 3, 2011* information sheet are available to you. If they are, you are to receive approval to enrol in these units prior to submitting this form, and are to provide their MODE, CODE and TITLE below:

Miscellaneous Units	AVAILABLE MODES*			UNIT CODE AND TITLE		Approved (Course Coordinator to sign)
	INT	EXT	INTEN	Code	Title	

* AVAILABLE MODES: INT = INTERNAL; EXT = EXTERNAL; INTEN = INTENSIVE

FINANCIAL INFORMATION

Please consult the CHC website for a full statement regarding Financial Information. Questions about financial matters are to be directed to the CHC Business Office.

DOMESTIC STUDENTS

Domestic students' enrolment at Christian Heritage College is classified either as a *Full-fee paying place* or as a *Commonwealth supported place*. Students' financial obligations and access to assistance through Federal government loans schemes is related to the enrolment classification into which students fall. Students are notified of their enrolment classification in their Letter of Offer.

Full-fee paying students

Students who are in a Full-fee paying place pay a *Tuition fee* which is indicated on a Tax Invoice sent by CHC at the beginning of each semester of enrolment. The CHC website contains information regarding *Tuition fees*.

Domestic students who are in a Full-fee paying place may choose to pay their *Tuition fee* in a number of ways:

- *Full payment upfront.* Students who choose this option are to make full payment of their *Tuition fee* before the beginning of the semester of enrolment. If students do not pay their *Tuition fee* by the beginning of the semester, Christian Heritage College may cancel their enrolment (see Section 2.7 of the Student Handbook). Eligible students who do not pay their *Tuition fee* by the beginning of the semester of enrolment are to submit a completed *Request for FEE-HELP Assistance* form. In this case, students may still pay their *Tuition fee* upfront, provided that they do so by the Census Date for the semester of enrolment. Students will incur a FEE-HELP debt for any amount which is not paid by the Census Date.
- *Defer all of the Tuition fee through FEE-HELP.* Eligible students who choose this option are to submit a completed *Request for FEE-HELP Assistance* form by the beginning of the semester of enrolment.
- *Defer all or part of the Tuition fee through FEE-HELP.* Eligible students who choose this option are to submit a completed *Request for FEE-HELP Assistance* form by the beginning of the semester of enrolment.

Commonwealth-supported students

Students who are in a Commonwealth supported place pay a *Student contribution amount* which is indicated on the Tax Invoice sent by CHC at the beginning of each semester of enrolment. All Commonwealth-supported students *must* submit a completed *Request for Commonwealth Support and HECS-HELP Assistance* form by the beginning of the semester of enrolment.

Student contribution amounts vary according to the bands in which units are classified. The CHC website contains information regarding *Student contribution amounts*.

Domestic students who are in a Commonwealth supported place may choose to pay their *Student contribution amount* in a number of ways:

- *Full payment upfront.* Students who choose this option are to make full payment before the beginning of the semester of enrolment. If students do not pay their *Student contribution amount* by the beginning of the semester, they are to provide the College with their TFN (Tax File Number). If this is not supplied by the Census Date for the semester of enrolment, Christian Heritage College must, by law, cancel their enrolment as a Commonwealth supported student (see Section 2.7 of the Student Handbook). In this case, students may still pay their *Student contribution amount* upfront, provided that they do so by the Census Date for the semester of enrolment. Students will incur a HECS-HELP debt for any amount which is not paid by the Census Date.
- *Defer all of the Student contribution amount through HECS-HELP.* Eligible students who choose this option are to submit a completed *Request for Commonwealth Support and HECS-HELP Assistance* form (including TFN) by the beginning of the semester of enrolment.
- *Defer all or part of the Student contribution amount through HECS-HELP.* Eligible students who choose this option are to submit a completed *Request for Commonwealth Support and HECS-HELP Assistance* form (including TFN) by the beginning of the semester of enrolment.

For information regarding eligibility for FEE-HELP and HECS-HELP, please consult the booklets, *FEE-HELP Information 2011* and *Information for Commonwealth Supported Students 2011*, or access the information via the CHC website or the *Going To Uni* website (www.goingtouni.gov.au).

FEE-HELP and HECS-HELP are contingency loans which become repayable when a student or graduate earns a specified income level. *Continuing students who have previously submitted a Request for FEE-HELP Assistance form and/or a Request for Commonwealth Support and HECS-HELP Assistance form are not required to submit further forms.*

Students are able to access FEE-HELP and HECS-HELP simultaneously depending upon their course of enrolment and/or selection of units. Students who consider that this may apply to their situation are to contact the Registrar's Office for more information.

Refunds for Domestic Students

Details regarding the circumstances under which the refunding of fees and/or the remission of debt is applicable are available in the policy, *Re-crediting of Student Learning Entitlement and 'HELP' Debts and Review of Decisions*, which is located on the CHC website, and in the FEE-HELP and HECS-HELP information booklets, as applicable.

Academic Implications and Amounts Payable

Academic implications apply to Withdrawal, Leave of Absence and Changes to Unit Selection depending upon the date on which advice is received by CHC. These appear in the following table in relation to Semester 3, 2011 along with an overview of CHC's policy regarding the amounts payable:

Date of Withdrawal/Deferral/Leave of Absence/Change to Units	Transcript Entry	Fees/Student Contribution Amount Payable
Up to and including Census Date (16 December 2011)	Nil	Nil
After Census Date to end of Week 6 (6 January 2012)	W – Withdraw	Full fees/student contribution amount payable
Week 7 to end of Semester 3, 2011 (17 February 2012)	WF – Withdraw Fail	Full fees/student contribution amount payable

Receipt of Advice

The effective date of any of the actions described above is the date upon which one of the following forms of communication is received at CHC:

- The appropriate form, signed and dated by the student, which is delivered by hand or mail to the CHC Reception. All forms are available on the CHC website and from the CHC Reception; or
- An email sent from the student's CHC email account to sadmin@chc.edu.au. Emails sent from students' personal email accounts will not be accepted; or
- A telephone call to the Student Administration Office, in which the student is able to verify his/her identity by providing the answer to the question indicated on page 2 of this form.

OVERSEAS STUDENTS

Overseas students should refer to their *Written Agreement* and/or the *Courses Guide for Overseas Students* for the schedule of fees and charges which apply to their enrolment, and for the situations in which changes to their enrolment may activate CHC's *Refunds for Overseas Students* policy. Overseas students are not eligible for FEE-HELP or HECS-HELP loans and are required to pay their Tuition fees upfront on a semester-by-semester basis.

