

<p><b>Office Use Only</b> Date Received</p> <p>____/____/____</p> <p>Received by</p> <p>_____</p>	<h1 style="margin: 0;">Application for Admission</h1> <h2 style="margin: 0;">DIRECT ENTRY</h2> <p style="margin: 5px 0;">Please visit <a href="http://chc.edu.au/enrol">chc.edu.au/enrol</a> to ensure this is the form you require.</p>	
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When completing this form please refer to the Entry Requirements and Admission Procedures as detailed in School Course Guides which are available on the CHC website [www.chc.edu.au](http://www.chc.edu.au)

**Please send your completed application to:**  
The Registrar, Christian Heritage College  
PO Box 2246, MANSFIELD BC QLD 4122

Do not complete this form if you are an **overseas applicant**. Please use an *Overseas Student Application Form*.

**PERSONAL DETAILS**

**Name:**

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

Family Name: .....

Given Names: .....

Preferred Given Name: .....

Previous Names (e.g. Maiden Name): .....

Gender:      Male       Female

Date of Birth: DD        MM        YYYY

**Citizenship:**

Australian citizen

New Zealand citizen (see \* below)

Australian permanent resident (see \* below)

Australian permanent resident (Humanitarian visa) (see \* below)

**\* Certified documentary evidence must be attached OR this application cannot be processed.**

*If none of the citizenship categories above apply, you must complete an Overseas Student Application Form*

**CONTACT DETAILS**

**Mailing Address:**

Street: .....

Suburb: .....

State: ..... Postcode:

Country: .....

**Telephone:**

Home:

Work:

Mobile:

**Email (mandatory):** .....

**PRIOR CONTACT WITH CHC**

Have you previously applied/studied at CHC?    Yes     No

Your family name on past record: .....    Previous Student No. (if known):

If you wish to apply for transfer of credit for prior studies, or RPL, please attach a completed *Application for Transfer of Credit* form to this application.

**COURSE DETAILS**

Please indicate below, in preference order, the courses for which you wish to apply. See the School Course Guides for correct course codes, titles and entry requirement details.

Preference	Course Code	Course Title	Mode of study (internal/external)	Type of study (full-time/part-time)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Proposed year of commencement:**

**Proposed semester of commencement:**     Semester 1     Semester 2

**Accommodation information required:**     Yes     No

**EDUCATIONAL HISTORY**

**Secondary:**

Name of High School: ..... State: .....

Highest level completed (eg Yr 12): ..... Year of completion: ..... Postcode whilst attending Yr 12: .....

**Tertiary:**

Please supply **official academic transcripts** for all tertiary studies undertaken at institutions other than CHC. **Certified** documentary evidence is to be given by way of originals or copies certified by a Justice of the Peace, Commissioner of Declarations, or by a CHC staff member.

Years undertaken (eg 1986-89)	Course/Award (eg BSocSc)	Institution	Completed (Yes/No/Current)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**ADDITIONAL INFORMATION**

Please provide the names and addresses of two referees – for example, local minister, employer, school principal (for school leavers only), home group leader (or equivalent) – to whom we will write for confidential referees’ reports. *Please note that family members are not eligible to be used as referees, and that applicants for courses offered by the School of Ministries are required to include a **Local Minister** as a referee.*

**Referee #1:**

Name: .....

Position: .....

Street: .....

Suburb: .....

State: ..... Postcode:

Telephone: .....

Email: .....

*(Please note email is CHC’s preferred means of communication)*

**Referee #2:**

Name: .....

Position: .....

Street: .....

Suburb: .....

State: ..... Postcode:

Telephone: .....

Email: .....

*(Please note email is CHC’s preferred means of communication)*

**CHECK LIST**

Please ensure that you have answered all questions in the previous sections, and that the following items accompany your Application for Admission:

- Undergraduate applicants** - certified copies of your most recent school report, Senior Certificate and Student Education Profile, including your OP, TER or equivalent, and an explanation of the grading system used. If applying prior to the release of such documentation, please forward it to CHC as soon as it is available.
- Postgraduate applicants** - certified copies of your Official Academic Transcripts of previous higher education studies, including an explanation of the grading system used OR documentation of work experience (applicants for School of Business courses only).
- Referees details** - contact information for two referees (one must be a pastoral referee if applying for School of Ministries).
- Application for Transfer of Credit form** (available from the CHC website) - if you are applying for Transfer of Credit.
- Supplementary Details (pg 3)** – if you are applying for Chaplaincy or Counselling courses.

**DECLARATION**

I declare that the information contained herein is, to the best of my knowledge, correct and complete in every detail and that I have read and I understand the appropriate CHC School Course Guide. If admitted to CHC, I undertake to comply with the rules and standards of conduct as expressed in CHC policies. I understand that:

- CHC collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal and/or other regulatory requirements.
- CHC is collecting additional information in this form for the purposes 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;
- CHC will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes;
- DEEWR will store the information securely in the Higher Education Information Management System (HEIMS);
- DEEWR may disclose the information to the Australian Tax Office; and
- CHC and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

Signature of Applicant: ..... Date: .....

**Please lodge this form with the Registrar at CHC**

# SUPPLEMENTARY DETAILS

If you are applying for a Chaplaincy or Counselling course offered by the School of Social Sciences please complete the following sections as directed.

**Chaplaincy**

**Counselling**

## Christian Experience – all Chaplaincy and Counselling applicants

1. How would you describe the level of your Christian experience?

- Strong personal faith based on upbringing in Christian home
- Strong personal faith based on conversion as a teenager/adult
- Long-term Christian faith and experience
- Long-term Christian faith and experience in leadership

- Relatively new Christian
- Current involvement in full-time or part-time Christian ministry
- Unsure
- Other (please explain)

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2. Please list any training courses that you have undertaken in Christian Discipleship or Biblical Studies:

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3. Please list any leadership positions that you have held in a church or other Christian ministry:

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## Counselling Experience – Counselling applicants ONLY

1. How would you describe the level of your interest in counselling?

- Desire to develop basic skills and knowledge
- Desire to develop extensive skills and knowledge
- Other (please explain)

2. How would you describe the level of your involvement in counselling?

- No current involvement, but interested in training for future
- Casual involvement with friends and acquaintances
- Occasional counselling in a church/Christian ministry
- Regular counselling in a church/Christian ministry
- Full-time involvement in counselling (paid or unpaid)
- Other (please explain)

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3. Please list any training courses, seminars or workshops that you have undertaken in counselling:

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4. Please list any specific settings in which you have had/still have regular involvement as a counsellor:

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