

## HOW TO APPLY

You will need to complete a 2006 Non-Award Application form, which should have been included with this book. If you did not receive one, please contact the Centre for Open Education

Telephone 02 9850 7470

Fax 02 9850 7480

Email [coe@mq.edu.au](mailto:coe@mq.edu.au)

You can also download the form from the Centre's web site:

<http://www.coe.mq.edu.au/nonawd.htm>

When lodging the application form, **all applicants** must:

- provide verified proof of identity (see pages 11-12 for a list of people approved to verify documents)
  - complete the entire Citizenship/Residency details and Statistical Information sections of the application form. If you do not do so, or if you provide only partial information, it will not be possible to process your application.

**HSC 2005 and HSC 2004** – if you attempted the HSC in either 2005 or 2004, you must attach a verified copy of both your UAI advice from the UAC and your HSC Record of Achievement (showing the subjects and levels at which they were attempted) from the Board of Studies. It will not be possible to process your application without these documents.

**Applicants who have undertaken any tertiary study** (university, TAFE, private tertiary college) must provide a verified copy of their full academic transcripts, or if not available, a verified copy of proof of completion of award.

### Who can verify copies for you?

- a Justice of the Peace – must include a registration number and the state in which he/she is registered

Anyone who is currently employed as:

- an accountant – member of the Institute of Chartered Accountants in Australia, or the Australian society of Certified Practising Accountants, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents
  - a bank manager or credit union branch manager (but not a manager of a bank travel centre)
  - a barrister, solicitor or patent attorney
  - a police officer in charge of a police station, or of the rank of sergeant and above
  - a postal manager
  - a principal of an Australian secondary college, high school or primary school
  - an authorised officer at the Universities Admissions Centre, or at the

Student Services Office of a participating university or TAFE college

- a Justice of the Peace **with a registration number**

### **How the authorised officer should verify each document**

She or he must

- write 'This is a true copy of the original document signed by me'
  - sign

and print the following details

- name
- address
- contact telephone number
- profession or occupation or organisation
- date verified

and include the official stamp or seal of the verifier's organization on the copy if the organization has such a stamp.

In addition to the above, a **Justice of the Peace** must also print:

- their registration number
- the state in which they are registered as a Justice of the Peace

### **If your documents are not verified correctly, they will not be accepted.**

The completed, signed and dated form should then be submitted, together with **the non-refundable** application fee of \$60.00 (cheques to be made payable to Macquarie University) either:

by mail to:

The Centre for Open Education  
(Non-Award)  
Macquarie University NSW 2109

or in person to:

The Centre for Open Education  
Building X5B, Level 1

Cheques, credit card and EFTPOS payments will be accepted at the Centre. Cash payments should only be made to the Cashier at the Student Enquiry Service, and the receipt must be attached to your application. The Centre for Open Education cannot accept any cash payments.

*Please note:*

- an application must be submitted for each new year of study
- your enrolment is active for the year of application only
- **incomplete applications will not be processed (this includes failure to provide proof of identity or to fully complete Citizenship/Residency Details and Statistical Information, and in the case of HSC 2005 or 2004 students, to provide the UAI Advice and HSC Record of Achievement).**
- Documents which are not correctly verified will not be accepted.

