

PLEASE READ THIS FIRST

Charles Sturt University is committed to providing equal access to students, and in ensuring students fully participate and succeed at University regardless of disadvantage or background. Charles Sturt University recognises that there are people in the community who for reasons beyond their control such as those related to their finances, family trauma, moving school, and so on, have not been able to compete equally during their education. An educational disadvantage is considered to be a factor, or number of factors, that may have impacted negatively upon your preparation for university study. Access schemes take into consideration these educational disadvantages.

Eligibility

To be eligible to apply for special consideration for admission an applicant must:

- be an Australian or New Zealand citizen, a permanent resident or the holder of a permanent humanitarian visa; and
- have had their *education* in preparation for university entrance affected beyond their control; and
- be applying for an undergraduate degree and never previously undertaken university study (not including tertiary preparation courses); and
- not to have lodged an appeal with the Board of Studies (NSW) or been granted consideration under the VCE (Victoria) due to illness or misadventure experienced during preparation or sitting of senior secondary examinations.

NB. This scheme is for undergraduate students only and not for postgraduate students. Policing applicants should apply to the University for more information by emailing inquiry@csu.edu.au

How does the scheme work?

CSU does not set aside access scheme places but instead uses the assessment information to give applicants an equity adjustment to their selection rank. This means that an applicant's selection rank (e.g. their ATAR or ENTER score) is increased and they compete with all other applicants for a place in the course on the basis of academic merit. The allocation of equity adjustments does not guarantee entry to CSU or to the applicant's preferred course; applicants must still meet the published cut-off and other criteria for the course they are applying to. To maintain the integrity of the Special Consideration process applicants are not advised of the outcome, but of the outcome of their application to a particular course.

Documentation

Students print and submit the application form via mail, and **MUST provide originals or certified copies of supporting documentation** where required. Supporting Statements needing more room can be included on a separate piece of paper as long as the person filling in the statement provides their details, ticks impact section (Not at all, Slight, Moderate, Considerable, A great deal) and signs.

Applications with incorrect or no supporting documentation will be deemed ineligible. For details on what information and documentation is required for each disadvantage claimed please see the EAS booklet at: <http://www.uac.edu.au/eas/index.shtml>. If you require any documentation to be sent back to you please include an A4 sized self-addressed stamped envelope with your application.

Closing Dates: At least 5 weeks prior to applicable session

**Except where a course has an early closing date for applications (Oral Health, Pharmacy, Vet Science, Engineering and Dental Science) where SCA applications must also be submitted by the same date as enrolment form/supplementary application forms.*

Scan and email to admissions@csu.edu.au then Mail your original application to:

Strictly Confidential – CSU Admissions & Credit
Team Leader (Equity)
Locked Bag 676
Charles Sturt University
WAGGA WAGGA NSW 2678

Questions? Contact Student Liaison Officer (Equity): (02) 6933 4334 admissions@csu.edu.au

SPECIAL CONSIDERATION FOR ADMISSION APPLICATION FORM

UAC or CSU student number if known

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1. PERSONAL DETAILS

Please note – this SCA Scheme is not a substitute or alternative pathway to enter university; rather it is a complementary program looking at addressing educational disadvantage, taking into account circumstances that may have impacted on your ability to perform well educationally. **You must also apply for your course in the usual manner.**

Family name _____ Given names _____

Postal Address _____ Town / Suburb _____ Postcode _____

Home Phone No. _____ Work No. _____ Mobile No. _____

Date of Birth _____ Email address: _____

Would like email notification when your Special Consideration for Admission has been processed? YES NO

Name of Course you have applied for: _____ Course code (if known): _____

Study Mode: Part-time Distance Education Full-time

a) Have you previously studied at a university (not including tertiary preparation courses) YES NO
If you answered YES you may not be eligible for this scheme. Please contact the Team Leader (Equity) by emailing admissions@csu.edu.au or calling 02 63384256 for advice on other options.

b) Are you an Australian citizen or New Zealand citizen, Permanent resident or holder of a Bridging or permanent humanitarian visa? YES – go to Q2) NO - go to Q1c)
If you answered **NO** to any of these you are unfortunately *not eligible* for this Access Scheme but should contact CSU for your other entry options by calling 1800 334 733 or emailing inquiry@csu.edu.au.

c) How did you hear about CSU's Special Consideration for Admission Scheme?

School Careers Advisor or school staff CSU's Equity Officer Online Other CSU staff

IMPORTANT: For each type of educational disadvantage you deem to be applicable to you, original or certified copies of supporting documentation must be supplied. It is necessary for you to provide the documents requested to verify that you are eligible. Applications that do not have supporting documentation cannot be assessed.

CSU's SCA Scheme is based on EAS, so for detailed information on what Documentation and information needs to be supplied for each disadvantage claimed, please see the Educational Access Scheme booklet at UAC site: <http://www.uac.edu.au/eas/index.shtml>

2. TYPE OF EDUCATIONAL DISADVANTAGE

Please note for Section 2: Tick which category applies to your circumstance. You may indicate as many categories as necessary, however supporting documentation must be attached. For full descriptions of statements and documentation required go to application form and booklet: www.uac.edu.au/future-applicants/scholarships-and-schemes/educational-access-schemes

DISRUPTED EDUCATION / SCHOOLING:

Senior schooling, or university preparation studies, disrupted for reasons beyond your control. *For example:* Attended 3 or more secondary schools during years 10, 11, and 12; Moved to Australia or interstate after the start of Year 11; Missed long periods of school for reasons other than medical.

Compulsory Documentation Required: *DO1A, DO1B, DO1C, and DO1D* - Statement from each school or educational institution detailing absences or relocations. School statements must be on school letterhead and must be signed by the principal or other senior person at the school. *DO1B* – Also a copy of your passport indicating date of entry to Australia or an international movement record from the Department of Immigration and Border Protection (DIBP). **Note:** As this assessment is looking at circumstances that have impacted your ability to succeed educationally, information concerning disrupted schooling must be less than ten years old.

FINANCIAL HARDSHIP:

You and/or your family being in receipt of Centrelink benefits or being in financial hardship while completing senior schooling, or university preparation studies. For example: Youth Allowance, Austudy, other Centrelink benefits or by being able to demonstrate other financial disadvantage (see below documentation required).

Compulsory Documentation Required: *F01A, F01B, F01C, F01D* – A copy of your most recent Centrelink Income Statement outlining type of payment/s you or your parents/partner received, the period you have received the entitlement and the amount you receive each fortnight. Financial Disadvantage can alternatively be proven by providing certified copies of ATO notices, Health Care Cards, Family Tax Benefit A or B statements, solicitor or accountant letters outlining bankruptcy, etc. If you're living with your parent/s or partner and you're being financially supported, you must also provide evidence of your parent/s or partner's income (e.g. an ATO Notice of Financial Assessment for the last financial year). If you're being financially supported (whether you're living with them or not), they must also prepare a statement which states that they're supporting you. In the statement they must also provide details of any other dependent children, including their ages and whether or not they are tertiary students living at or away from home. *F01C* – Also requires an Educational Impact statement.

SEVERE FAMILY DISRUPTION:

While completing senior schooling, or university preparation studies, your home environment was severely disrupted due to death or life-threatening illness of immediate family member or close friend, divorce/separation of self or parents during years 11/12, criminal/legal matters (not including own offences).

Compulsory Documentation Required: *H01A, H01B, H01C, H01D* - Educational impact statement AND Medical statements, divorce papers, death certificate, police or court documents, social workers/psychologists report or a statement from a responsible person who knows you and can verify your circumstances must be completed in Section 4 of this form.

EXCESSIVE FAMILY RESPONSIBILITIES:

While completing senior schooling, or university preparation studies, family life was disrupted due to personal circumstances such as excessive responsibilities for care or support of self or for care/support of family members. Required to work to support family/self or no family support.

Compulsory Documentation Required: *H03A, H03B, H03C* - Educational impact statement AND Medical statements, divorce papers, death certificate, police or court documents, social workers/psychologists report or a statement from a responsible person who knows you and can verify your circumstances must be completed in Section 4 of this form.

ABUSE OF APPLICANT, PARENTS OR SISTERS/BROTHERS:

While completing senior schooling, or university preparation studies, family life was disrupted due to you, your parents, sisters or brothers experiencing abuse.

Compulsory Documentation Required: *H04A* - Educational impact statement AND a record of attendance from your school (on letterhead and signed by principal or senior person at school) that gives details of absences or any disruption, AND Medical statements, verified copies of divorce papers, death certificate, police or court documents, social workers/psychologists report or a statement from a responsible person who knows you and can verify your circumstances must be completed in Section 4 of this form.

2. TYPE OF EDUCATIONAL DISADVANTAGE continued

ENGLISH LANGUAGE DIFFICULTY:

Note: All applicants from a Non English Speaking Background must provide evidence of minimum proficiency in English with their application to study at CSU. You would apply for this disadvantage if you: Arrived in Australia from a non-English speaking country and began education in an Australian school during Yr 11/12 or equivalent (L01A), or arrived from a non-English speaking country and began your education in an Australian school in year 7 to 10 (L01B); or arrived in Australia 2013 or after and prior to arrival did not undertake any formal education in English (L01C). For All: English is not the first language spoken at home and you experience difficulty with the English Language.

Compulsory Documentation Required: L01A, L01B, L01C - Applicant statement where you provide detail on your situation AND Verified copy of your initial immigration visa and if relevant to you a statement from the educational institution you may have studied English at, confirming your attendance and length of enrolment. Supporting statement must be on the letterhead of the institution providing the supporting statement.

PERSONAL ILLNESS / DISABILITY:

Long term illness (more than 6 months) during Year 11/12 or equivalent severe and recurrent medical/psychiatric condition or illness or a learning, sensory, physical, psychological or other disability/disorder.

Compulsory Documentation Required: P01A - Applicant statement AND Educational Impact statement AND Medical certificates / reports, and a relevant health professional must complete Section 5 of this form.

Do you give permission to release these documents to the CSU Disability Liaison Officer? YES NO

SCHOOL ENVIRONMENT

While completing senior schooling or university preparation studies you attended a:

- School listed in Disadvantaged Schools or Priority Schools Funding Program
- School listed in Country Areas Program (CAP)
- Rural School not listed in CAP (The school must be located in a town with a population of less than 10,000 people and a distance of at least 100km from the nearest centre with a population of 10,000)
- Studying most/all last years of school via distance education
- Other Regional School

Compulsory Documentation Required: S01C, S01D, S01E, S01R - Applicant statement AND Statement from the educational institution confirming your attendance, number of students at facility and length of enrolment. A supporting statement must be on the letterhead of the institution providing the supporting statement.

REFUGEE BACKGROUND:

Entered Australia as a refugee or have since been granted a Global Special Humanitarian visa (Subclass 202, or a Bridging Visa BE, or TPV).

Compulsory Documentation Required: R01A - A verified copy of your immigration visa(s) and/or any documentation showing refugee status or travel to Australia.

NB: If you require any documentation to be sent back to you please include an A4 sized self-addressed stamped envelope with your application.

5. STATEMENT OF SUPPORT FOR PERSONAL ILLNESS OR DISABILITY

Applicant Family Name _____

Applicant given name(s) _____

This section must be completed by a relevant health professional who is not related to the applicant.

Describe the condition affecting the applicant

How many times have you seen the applicant during the past two years about his/her medical condition/disability?

How long has the applicant been affected by the medical condition/disability?

- Less than 6 months 6–11 months 1 –2 years More than 2 years

Indicate the impact of the medical condition/disability on the applicant's ability to study by ticking the appropriate box:

- Extreme Considerable Moderate Slight Not at all

Impact on ability to study: Support the impact level by listing ways in which the applicant's long term medical condition/disability and/or medication has affected his/her ability to study

Details of registered health professional (for example, a medical practitioner, psychologist or specialist, who is not related to the applicant).

Name (print) _____ Organisation (if applicable) _____

Position/occupation _____ Registration / provider no. _____

Telephone _____

Signature _____ Date _____

6. PRIVACY & AUTHORISATION

Personal and health information provided for the administration of SCA scheme is protected by the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW). The information collected will only be used by authorised staff to assess eligibility and administer the SCA. Students should be aware that they provide information of their own free will.

Personal information provided by you will not be made available to any person within the University or any person or organisation outside the University for any other purpose without the student's consent, except where the University may be legally required to do so. Students may access their personal information to ensure that it is not inaccurate, irrelevant to the purpose for which it was collected, misleading, incomplete or out-of-date.

Students may also ask the Student Equity & Diversity Officer to amend any of the information held about them or to add comments or explanations in relation to their information. To do any of these things students should contact the Student Equity & Diversity Officer. Students dissatisfied with the way a Student Equity & Diversity Officer has handled their personal information may apply to have the matter reviewed by lodging a formal application with the CSU Privacy Officer.

Please tick the boxes to indicate you have read and understood the statement.

- I certify that the information supplied on this form and in the accompanying documents is complete, true and correct.
- I understand that giving false or misleading information is a serious offence under the Criminal Code.
- I understand that incorrect or insufficient information or documentation may render my SCA assessment invalid, and in such a case, the committee may revoke the SCA application and cancel my offer of admission.

Signed _____ Date _____

Applicant Name (printed): _____

UAC/VTAC/QTAC number if known: _____

Course Applied for: _____