Your Offer Letter Explained for Distance Students 2009/2010

inspiring achievement
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Information in the publication was correct at the time of preparation (July 2009). Flinders University reserves the right to alter any information contained herein without prior notice.
Established in 1966, Flinders University has grown to become a model for a modern university – successful, progressive and dynamic yet still friendly and accessible.

We place high value on innovation and excellence in educational programs and research across a wide range of disciplines.

We offer a vibrant and stimulating environment in which to study and have a long-held reputation as the “students’ university”.

Our Students

Flinders is a highly diverse community with many nationalities, cultures, religions and languages represented among our students.

We have approximately 17,000 students and 2000 staff. International students make up 12% of our on-campus student population from more than 85 countries.

For the past six years, over 90% of students expressed satisfaction with their overall Flinders experience (Graduate Careers Council of Australia Course Experience Questionnaire).

Our Campus

The Flinders campus is 10 km south of Adelaide’s Central Business District. The 180 hectare campus offers panoramic views of Adelaide’s metropolitan coast and suburbs. Modern buildings and facilities are set on spacious grounds of natural Australian bush, pine forests and gardens.

The University provides a wide range of on-campus services, and facilities for students and staff.

On-campus accommodation is available for 560 students. The School of Medicine is based in the adjacent Flinders Medical Centre – the first such integration between a medical school and a public hospital in Australia.

Our Research

Our courses are supported by strong links between teaching and research. We consistently rank among Australia’s top universities on a per capita basis for research spending, and for the citation of our work in scientific and professional journals.

Flinders’ approach to research is also distinctive. Our size and compact main campus make meaningful collaboration between disciplines a reality. This is a significant advantage in a world that now recognises that many problems are not the province of any one discipline, and are best tackled by multidisciplinary teams.

Our Recognition

As demonstrated by the 2007 Shanghai Jiao-Tong University Academic Ranking of World Universities, Flinders University is:

> In the top 10 universities in Australia,

> In the top 64 universities in the Asia-Pacific region, and

> In the top 400 universities in the world.

Flinders staff have won national recognition for the quality of their teaching. We are receiving for the second time in three years, the nation’s top prize for university teaching - the Prime Minister’s Award for Australian University Teacher of the Year. Flinders also won three 2006 national Awards for Teaching Excellence; this continues our excellent record where we have won national teaching awards in five of the past six years.

Our Alumni

The Flinders community is truly international, with 4,500 alumni living outside Australia across more than 70 countries. There are established formal alumni chapters in Singapore, Malaysia, Hong Kong and Indonesia.

Some of our prominent alumni include:

> Dr Mamoru Mohri, Japan’s first astronaut and Director of the National Museum of Emerging Science and Innovation in Tokyo.

> Professor Terry Tao, a Professor in Mathematics at UCLA in Los Angeles and the first Australian to be awarded the Fields Medal, which is considered the equivalent of a Nobel Prize.

> Film-maker Scott Hicks, who earned seven Oscar nominations for the film Shine in 1997. In 2007, he directed the romantic comedy ‘No Reservations’ starring Catherine Zeta-Jones and Aaron Eckhart.

> Professor Rodney Brooks, Head of the Artificial Intelligence Laboratory at MIT and designer of the first Mars robots in the 1990s.
Accepting Your Conditional Offer

Offer Letter

1. Certified Transcript Required
   Provide certified copies of transcripts

2. English Language Proficiency Requirements
   Meet the English Language requirements

3. Academic Requirements
   Meet the academic entry requirements

4. Payment of Deposit (if applicable)
   Payment of Deposit to Flinders University

5. Your Agreement with Flinders
   Return ‘Your Agreement with Flinders’ form, including payment of relevant tuition fees (as stated in the offer letter)

6. Enrolment Online

7. Materials Sent

Accepting Your Unconditional Offer

Offer Letter

1. Payment Required
   Payment of first semester tuition fees (as stated in Offer Letter)

2. Your Agreement with Flinders
   Return ‘Your Agreement with Flinders’ form

3. Enrolment Online

4. Materials Sent
Understanding your Offer Letter

This Offer Letter is a result of your successful application for admission to an undergraduate or postgraduate course at Flinders University. If you applied to an undergraduate degree you will have received an offer to the highest preference for which you were qualified. However, if you have applied for admission to a postgraduate course (Graduate Certificate, Graduate Diploma, Masters, or PhD) you may receive more than one Offer Letter.

The following terminology will be used:

**Student Number**
This number should be quoted in all correspondence.

**Program**
The program is the course for which you have been assessed as eligible for admission.

**Conditions**
This states whether any conditions need to be met for the Offer to be valid.
If “Nil” is marked in this row, then the Offer is Unconditional.
If ‘yes’ is marked in this row, then it will be necessary for you to meet the conditions before you are able to confirm your place at Flinders University. Conditional offers are usually made when one or more of the following are outstanding:

- > Certified true copies of specific documentation such as academic transcripts or professional licences
- > Evidence of completion of a specified academic award either previously undertaken or required to be taken sometimes at a particular level of achievement
- > Evidence of relevant work experience
- > Evidence of meeting the University’s English Language requirements. Should you be unsure of any conditions contained in the Offer Letter, please contact the International Office.

**Certified True Copy**
Your Offer may be conditional on providing original or certified true copies of particular documents in both original language and as an English translation. It is recommended that you provide certified true copies of documentation rather than original documents, as all documents submitted to the International Office cannot be returned to you.

A certified true copy is a photocopy of the original document that bears the signature and official stamp of a recognised authority, such as a police officer, Justice of the Peace, Commissioner of Oaths, barrister / solicitor, school principal or an appointed agent of Flinders University. The signature and stamp indicate that the recognised authority has sighted the original documents. Photocopies or facsimiles of certified true copies will not be accepted, except where they are sent through authorised agents of the University.

**End Date**
This is the expected date you should complete your studies. This date is when the course will end and will include your final exams.

**Annual Tuition Fee**
The annual tuition fee is the tuition fee payable for each year of full-time study (36 units). However, if you will only be studying for one semester (18 units) in total, the fee stated will reflect the whole tuition fee payable. The tuition fee does not include the cost of books, equipment or field trips. For distance students the tuition fee includes your study package materials. In addition to tuition fees, there are other charges payable. For further information, please refer to Section C: Fees.

**Total Tuition Fee**
The total tuition fee is the tuition fee payable for the whole course. All fees are given in Australian dollars, unless the course is offered offshore.

**Duration/Period of Candidature**
This is the normal duration of the course when studied on a full-time basis. If you have been granted advanced standing / credit on the basis of previous studies, the normal course duration will be stated as well as the duration including the advanced standing / credit you have been granted.

**Payment Date**
This is the date by which we recommend tuition fees be paid. Payment of these fees confirms your place at Flinders University.

**Field of Study (applicable to postgraduate offers)**
This describes the general field of study you will be undertaking.

**Program of Study (applicable to postgraduate offers)**
This will indicate the total number of units within the program of study you will be undertaking, as well as indicating whether the program is by coursework or by research.

**Supervisor (applicable to postgraduate offers)**
This is the name of your direct supervisor during the course of your program of study at Flinders.

**Start Date**
This is the commencement date for teaching in your course unless otherwise specified. You must commence your course by this date unless prior written approval is obtained from your course coordinator/supervisor. Students arriving after this date without prior written approval will not be permitted to enrol. Some courses may commence earlier or later and this will be clearly noted in the offer.

**Credit for Prior Studies**
Where credit transfer arrangements are already in place for your previous qualification the amount of credit that can be transferred will be clearly stated in the offer letter.

Where credit transfer arrangements are not in place the relevant Faculty will need to assess your previous qualifications. To have your qualifications assessed for credit, it will be necessary to submit academic transcripts and individual topic descriptions. If the qualification is complete you should also provide evidence of this completion.

In all cases it will be necessary to formally apply to the relevant faculty office for credit at the time of enrolment to ensure that it is recorded on your official academic transcript.
Understanding your Offer Letter (...continued)

**English language requirements**

International students must satisfy our English language proficiency requirements for admission. For applicants whose first language is not English they will need to have:

- Achieved the required IELTS or TOEFL as denoted below;
- or
- Successfully completed a tertiary degree program taught in the English language in a country where English is the official language or the main language spoken;
- or
- Successfully completed a pre-course English program from an approved ELICOS Provider.

Other evidence of English language proficiency may be accepted.

Evidence of English language proficiency must be no more than two years old on the proposed date of commencement of the course.

### Undergraduate

<table>
<thead>
<tr>
<th>Award</th>
<th>IELTS</th>
<th>TOEFL (paper)</th>
<th>TOEFL (computer)</th>
<th>TOEFL (internet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 General requirements applicable to all courses except those listed below.</td>
<td>6.0 (6.0 in speaking and writing)</td>
<td>550 (TWE 4.5)</td>
<td>213 (essay rating 4.5)</td>
<td>80 (20 in writing and speaking)</td>
</tr>
<tr>
<td>Level 2 Bachelor of Nursing (pre-registration) Bachelor of Nursing (graduate entry) Bachelor of Midwifery</td>
<td>6.0 (6.0 in all sub bands)</td>
<td>570 (TWE 4.5)</td>
<td>213 (essay rating 4.5)</td>
<td>80 (20 in writing/speaking/reading/listening)</td>
</tr>
<tr>
<td>Level 3 Bachelor of Nutrition and Dietetics</td>
<td>6.5 (6.0 in all sub bands)</td>
<td>580 (TWE 4.5)</td>
<td>230 (essay rating 4.5)</td>
<td>90 (20 in writing, speaking, reading, listening)</td>
</tr>
<tr>
<td>Level 4 Bachelor of Laws Bachelor of Laws and Legal Practice Bachelor of Speech Pathology (for admission in 2010 and beyond)</td>
<td>7.0 (6.5 in all sub bands)</td>
<td>600 (TWE 4.5)</td>
<td>250 (essay rating 4.5)</td>
<td>100 (22 in writing/speaking/reading/listening)</td>
</tr>
<tr>
<td>Level 5 Bachelor of Education combined degrees (pre-service program)</td>
<td>7.0 (7.0 in all sub bands)</td>
<td>600 (TWE 5.0)</td>
<td>250 (essay rating 5.0)</td>
<td>100 (24 in writing/speaking/reading/listening)</td>
</tr>
<tr>
<td>Exception Bachelor of Nursing (post-registration)</td>
<td>6.5 (6.5 in speaking and writing, 6.0 in reading and listening)</td>
<td>580 (TWE 4.5)</td>
<td>230 (essay rating 4.5)</td>
<td>90 (22 in writing/speaking, 20 in reading/listening)</td>
</tr>
</tbody>
</table>

### Postgraduate

<table>
<thead>
<tr>
<th>Award</th>
<th>IELTS</th>
<th>TOEFL (paper)</th>
<th>TOEFL (computer)</th>
<th>TOEFL (internet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 General requirements applicable to all courses except those listed below.</td>
<td>6.0 (6.0 in speaking and writing)</td>
<td>550 (TWE 4.5)</td>
<td>213 (essay rating 4.5)</td>
<td>80 (20 in writing/speaking)</td>
</tr>
<tr>
<td>Level 2 Graduate Programs in Nursing, Midwifery</td>
<td>6.0 (6.0 in all sub bands)</td>
<td>570 (TWE 4.5)</td>
<td>213 (essay rating 4.5)</td>
<td>80 (20 in writing/speaking/reading/listening)</td>
</tr>
<tr>
<td>Level 3 Graduate Programs in Business (MBA), Master of Accounting, Graduate Programs in TESOL, Master of Nutrition and Dietetics</td>
<td>6.5 (6.0 in all sub bands)</td>
<td>580 (TWE 4.5)</td>
<td>230 (essay rating 4.5)</td>
<td>90 (20 in all bands)</td>
</tr>
<tr>
<td>Level 4 Master of Laws Master of Speech Pathology (for admission in 2010 and beyond)</td>
<td>7.0 (6.5 in all sub bands)</td>
<td>600 (TWE 4.5)</td>
<td>250 (essay rating 4.5)</td>
<td>100 (22 in writing/speaking/reading/listening)</td>
</tr>
<tr>
<td>Level 5 Master of Teaching, Graduate Programs in Mental Health Sciences.</td>
<td>7.0 (7.0 in all sub bands)</td>
<td>600 (TWE 5.0)</td>
<td>250 (essay rating 5.0)</td>
<td>100 (24 in writing/speaking/reading/listening)</td>
</tr>
</tbody>
</table>
Fees

Your initial payment is an advance of the first semester’s tuition fees and is due when you accept your offer. The first semester fee is based on the annual course fee for your commencing year which remains fixed for the normal duration of your course at the University. After your initial payment, remaining instalments are calculated on the basis of your workload and topic selection in each semester. Tuition fees are payable each semester in advance.

Once you have started your course, should you transfer to another degree program, your tuition fees will be charged at the rate set at the time of transfer, unless enrolled in a nested postgraduate coursework program for which you have previously applied and received a conditional offer of admission.

Where tuition fees for the year of commencement have not yet been determined, they will be subject to change pending their approval.

A complete copy of the University’s Policy on Payment and Refund of Fees is contained in this booklet.

Other Fees
Please note that some study costs are not covered by tuition fees for example optional field trips, lecture notes, equipment, stationery and text books.
Accepting Your Offer

Complete the “Your Agreement with Flinders” form in this booklet, sign it and either mail, email or fax it to the International Office. Your offer must be unconditional before you can make payment, with the exception of packaged English or Foundation Studies programs. For example, if you have a Conditional Offer based on the provision of certified true copies of academic transcripts or evidence of relevant work experience, you will need to submit these documents with the completed “Your Agreement with Flinders” form.

**How to pay fees**

The Offer Letter includes a table showing the fees payable for the first semester (or topic in the case of external students) of your course. To confirm your place at the University these fees must be paid. Fees should be paid prior to or when submitting your acceptance of the Offer Letter, ie “Your agreement with Flinders” form. You may confirm your place by paying either by:

- **Bank draft** - made payable to Flinders University, in Australian dollars only.
- **Electronic funds transfer** - made payable to Bank: NAB (National Australia Bank) Branch: 22 King William St., Adelaide Account Name: Flinders University BSB: 085-458 Account No.: 86-589-5181 Swift/BIC code: NATAAU3305A.
- **Credit card (Mastercard / VISA)** - please complete the ‘Your Agreement with Flinders’ form including your credit card details and return to the International Office by fax or post.
Tuition fee policy
8.1 Fixing of Tuition Fees
Tuition fees are fixed for the normal duration of the course in which a student first enrols. Students who change course or undertake higher level studies will be subject to the fees which apply to the year in which the change of course occurs unless enrolled in one of the component awards of a recognised nested postgraduate coursework program for which they have previously applied and received a conditional offer of admission.

Tuition fee liabilities
8.2 Tuition Fee Liabilities
8.2.1 Published annual tuition fees are based on a normal full-time enrolment load. A normal full-time enrolment load is 36 units per year, or 18 units per semester. For approved studies which involve a student taking less than or more than the normal full-time enrolment load, tuition fee liability is calculated on a pro-rata basis as follows:
Annual course tuition fee x number of units enrolled / 36 units (or normal full-time enrolment load)
Example 1: for a student enrolled in 27 units of a course which has an annual fee of $10000 and for which the normal full-time load is 36 units, the tuition fee is:
$10000 x 27 units / 36 units = $7500
Example 2: for a student enrolled in 42 units of a course which has an annual fee of $10000 and for which the normal full-time load is 36 units, the tuition fee is:
$10000 x 42 units / 36 units = $11667

8.2.2 For students enrolled in research higher degrees, tuition fees will be calculated on a pro-rata basis based on the number of days of candidature in each half-year period (1 January to 30 June and 1 July to 31 December), as per the following formula:
number of days of candidature / number of days in half-year period * 0.5 * annual tuition fee rate.

Payment of Fees
9.1 Payment of Fees
9.1.1 Fees are normally paid in advance on a semester (half year) basis. Unless specified otherwise in the offer of admission to offshore or distance education programs, payment of fees is due by the end of the second week of each semester (half year), early March in Semester 1 and early August in Semester 2. Notwithstanding the above, new students are required to pay fees for their first semester (half year) of enrolment in advance by the date specified in the offer of admission to the University.

9.1.2 Payment of all tuition fees and charges is a condition of enrolment, and must be made in full by the due date. Failure to pay will result in cancellation of enrolment.

Fee Refunds
9.3 Fee Refunds
9.3.1 In the event that an offer of a place is withdrawn or the University is unable to provide the course, all tuition fees paid are fully refundable, unless the offer was made on the basis of incorrect or incomplete information supplied by the student. In such cases the University will retain 10% of the full-time tuition fee for one semester as well as any costs incurred by the University in recruiting the student (eg agent’s commission). Any such refund will be made as soon as possible after the determination to withdraw the offer or to not provide the course, but not later than 10 working days after the scheduled start date of the course.

9.3.2 A student who fails to meet course progression rules and who is thus not permitted to re-enrol will be eligible for a total refund of tuition fees if paid in advance of notification of preclusion.

9.3.3 Withdrawal before the census date by students studying in Australia or within 30 days of commencement of a course by students studying offshore or by distance education
(a) Where a student, other than a research higher degree student, studying in Australia gives written notice of withdrawal from the course before the commencement of the semester and on or before the census date or within 30 days of commencement by a student studying offshore or by distance education the University will retain 10% of the full semester tuition fee as well as any costs incurred by the University in recruiting the student (eg agent’s commission). The remainder of fees paid will be refunded.

(b) Where a student, other than a research higher degree student, studying in Australia gives written notice of withdrawal from the course after the commencement of the semester and on or before the census date or within 30 days of commencement by a student studying offshore or by distance education the University will retain 10% of the full semester tuition fee as well as any costs incurred by the University in recruiting the student (eg agent’s commission). The remainder of fees paid will be refunded.

9.3.3.3 In exceptional circumstances, and where acceptable documentary evidence can be provided, a student may be eligible for a total refund of tuition fees. Exceptional circumstances include illness or disability, death of the student or a close family member (parent, sibling, spouse or child) or a political, civil or natural event.

9.3.4 Withdrawal after the census date by students studying in Australia or after 30 days of commencement by students studying offshore or by distance education
9.3.4.1 Students who withdraw after the census date, or after 30 days of commencement by students studying offshore or by distance education can apply to have their tuition fee refunded.

9.3.4.2 A full refund of tuition fees may be granted where it can be established that exceptional circumstances applied to the student that:
(a) were beyond the student’s control; and
(b) did not make their full impact on the student until on, or after the census date for students studying in Australia, or on or after 30 days of commencement by students studying offshore or by distance education; and
(c) made it impracticable for the student to complete the requirements for the topic(s); or
(d) the student enrolled in a course or topic on the basis of misleading or incorrect information.

9.3.4.3 To meet the requirement that exceptional circumstances did not make their full impact on the student until on or after the census date, or 30 days of commencement for students studying offshore or by distance education, the student’s circumstances must occur either:
(a) before the census date, but worsen after that day; or
(b) before the census date, but the full effect or magnitude does not become apparent until after that day; or
(c) on or after the census date.

9.3.4.4 Exceptional circumstances that make it impracticable for the student to complete the requirements for the topic(s) include: Medical circumstances. For example, where a medical condition has changed to such an extent that a student is unable to continue studying;
Family/personal circumstances. For example, death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect a student to continue studies;
Course related circumstances. For example, where the University has changed the topic(s) offered in such a manner that the student is disadvantaged by either not being able to complete the topic(s), or not being given credit towards other topics or courses.

Exceptional circumstances do not include a lack of knowledge or understanding of the University’s policies and procedures.

9.3.4.6 Where a student’s application is successful, a notation of Withdraw, Not Fail (WN) will be recorded against the topic(s).

9.3.4.7 Applications for refund of fees must be made on the standard form, be accompanied by appropriate documentation, and submitted to the Manager, Enrolment and Student Finance as soon as possible given the circumstances. An application will normally not be accepted if it is lodged later than 12 months from the end of the semester in which the topic(s) were taken.

Late applications may be considered where the nature of the circumstances prevented the student from submitting an application within 12 months. Late applications must include evidence from a relevant professional practitioner that the circumstances prevented submission within the usual timeframe.

9.3.4.8 The Manager, Enrolment and Student Finance (or nominee) will consider the application for a refund of tuition fees, as soon as practicable, and no later than 20 working days, after the receipt of the application. Once the decision has been made on the application, the Manager, Enrolment and Student Finance (or nominee) will notify the student in writing of the decision and the reasons for that decision.

9.3.5 Refunds will normally be paid in Australian dollars.

9.3.6 Appeals
9.3.6.1 If a student is not satisfied with the decision in relation to an application for a refund they may lodge an appeal in writing with the Director, Academic and Student Services no later than 20 working days after receipt of the notice of the decision.
9.3.6.2 The Director, Academic and Student Services will acknowledge receipt of an appeal in writing within 10 working days and will reply in writing within 20 working days informing the student of the outcome.
9.3.6.3 If the student is still not satisfied with the outcome, he or she may appeal to the Student Appeals Committee. Such an appeal may only be made on one or more of the following grounds:
(a) the appropriate policy was not adhered to or correct procedures were not followed in considering the matter;
(b) the decision was made without due regard to facts, evidence or circumstances.

Such an appeal must be lodged with the Director, Academic and Student Services within 20 working days of the date of the dispatch of the notification of the decision. The appeal must be accompanied by a copy of the notice of decision the student has received and the grounds for the appeal, including the evidence in support of the student’s case, together with supporting documentation.

Deferring, Suspending or Cancelling a Student’s Enrolment

11.1 Deferral of commencement of studies or temporary suspension of enrolment (leave of absence) initiated by a student.
11.1.1 A student may apply to defer commencement of their studies only in exceptional circumstances. Exceptional circumstances are generally those beyond the control of the student and can include medical (eg illness where a medical certificate states that the student is unable to attend classes) or family/personal circumstances (eg death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect a student to be able to commence their studies).

11.1.2 A deferral fee will apply to a student who defers the commencement of their studies more than once.

11.1.3 A student may apply to temporarily suspend their enrolment (leave of absence) only in exceptional circumstances. Exceptional circumstances are generally those beyond the control of the student and can include medical (eg illness where a medical certificate states that the student is unable to attend classes) or family/personal circumstances (eg death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect a student to be able to continue their studies for a period of time).

11.2 Suspension or cancellation of student enrolment initiated by the University

11.2.1 The University may suspend or cancel a student’s enrolment in accordance with Clause 9 of this policy, the University’s Policy on Student Progress and University Statute 6.4: Student Conduct.

11.2.2 Students who are notified that their enrolment is to be suspended or cancelled may lodge an appeal with the Director, Academic and Student Services within 20 working days of the date of the dispatch of the notification of the decision in accordance with relevant University policies.

11.3 Changes to a student’s enrolment resulting from deferral, suspension or cancellation will be reported to DIAC by the University.

Deferral of Commencement

An applicant who has been offered a place in a course other than the Bachelor of Creative Arts, the Bachelor of Midwifery or the Bachelor of Nutrition and Dietetics may apply to defer commencement of their studies in exceptional circumstances. Exceptional circumstances are generally those beyond the control of the applicant and can include medical (eg illness where a medical certificate states that the applicant is unable to attend classes) or family/personal circumstances (eg death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect an applicant to be able to commence their studies). A deferral fee will apply to an applicant who defers the commencement of their studies more than once.
Enrolment information will be provided with your offer letter.

You can also access the University’s general enrolment information at http://www.flinders.edu.au/askflinders

Please note that any references to CAF (Commonwealth Assistance Form) does not apply to international students.

Students in the Faculty of Education, Humanities, Law and Theology can also view information on distance studies at http://www.flinders.edu.au/ehlt/distance-education

Useful information links:

Study and Writing Guides
http://www.flinders.edu.au/current-students/slc/whatweoffer/study-writing-guides.cfm

Flexible Delivery Library Service
http://www.lib.flinders.edu.au/services/flexdel/