Flinders University

Extension Studies 2027

Application Pack for New Students

Congratulations on deciding to apply for the 2027 Flinders Extension Studies program.

This pack contains the parental and school approval forms you will need to complete.

Please allow yourself enough time to have all parts of the application completed before the closing date.

The closing date for the current application period can be found at: flinders.edu.au/extension

Requirements / Checklist

Please see below the steps you'll need to complete prior to submitting your application:

- [ ] Discuss participation with your School Extension Studies Program Leader
- [ ] Student declaration (please include details of the topics you intend to study as part of this program)
- [ ] Parent/guardian declaration (please include your details before giving to your parent/guardian to complete)
- [ ] School declaration (please include your details before giving to your school teacher to complete)
- [ ] A copy of your SACE Record of Achievement or your two latest school reports
- [ ] Online application (follow the instructions attached)

Extension Studies 2027
Student Declaration

Flinders University

Given Name

Surname

High School Name

Topic Code 1

Topic Code 2

- I understand that I will be enrolled in university study as a secondary school student, that **fees apply**, and that academic and pastoral support will be provided by my school. I understand that the University offers a fully adult learning environment and I accept any risks that may be involved in my participation in the University Extension Studies Program.

- **I have checked the relevant topic handbook pages and am aware of the class attendance requirements and fees associated with the topics listed on this application.**

- I authorise Flinders University to release details of my participation in the program to other educational institutions.

- I understand that Flinders University may disclose the personal information provided in this application to the Department of Education in line with national higher education reporting requirements.

- I acknowledge that topics offered through the program do not all have the same attendance and delivery modes, that some are delivered online while others are delivered in person at one of the University's campuses. I confirm I have researched the relevant topic pages to check the availability of my preferred topic/s and am confident in balancing both my Extension Studies and school commitments.

- I understand that my participation in the program will be evidenced by way of an official transcript that the University will provide to my school on the conclusion of my studies on the program. I also understand that this transcript cannot be produced until all fees relating to my participation have been paid.

- If successful in my application, I understand that:
  - My school will need to complete a SACE Recognition Application - Stage 1 and Stage 2 Equivalent Studies online form and submit this to the SACE Board prior to commencing my studies on the program.
  - I will read and adhere to the Student Code of Conduct.
  - I must complete an Academic Integrity Unit prior to commencing my studies on the program. This is a compulsory zero credit point unit that will provide guidance on what constitutes academic integrity. It will provide the opportunity to develop knowledge, skills and good practice principles to avoid plagiarism and collusion and thereby maintain academic integrity.

- I declare that, to the best of my knowledge, the information provided by me is true and complete.

- I acknowledge that the University may reverse any decision regarding the award of my position in the University Extension Studies Program on the basis that I have provided incorrect information.

Signature (Student)

Date

Extension Studies 2027
Parent / Guardian Declaration

Flinders University

Student Name | Topic Code 1 | Topic Code 2

Your parent/guardian is required to complete and sign this section:

Title | Given Name | Surname

Street Address | Town / Suburb | State | Postcode

Email Address | Phone

- Universities offer a fully adult learning environment and, while there are many support services, universities do not take on the same responsibilities of care that schools assume under the Teachers' Registration and Standards Act and other legislation. Universities rely upon the student's parents/guardians and school to make a judgment as to whether the student will adapt to part-time involvement in university life and for the parents/guardians to explicitly accept any risks that may be involved in participation in the University Extension Studies Program.
- I understand that my child will be enrolled in university study as a secondary school student, that fees apply, and that academic and pastoral support will be provided by the home school.
- **We have checked the relevant topic handbook pages and are aware of the fees associated with the topics listed on this application.**
- I understand that Flinders University may disclose the personal information provided in this application to the Department of Education and that the Department of Education will collect and store my child's personal information in the Higher Education Information Management System. I authorise Flinders University to release to other educational institutions details of my child's enrolment and academic record.
- The Broadcasting Services Amendment (Online Services) Act 1999, states that "online accounts are not provided to children without the permission of a parent or responsible adult" and defines children as being under 18 years of age. To ensure compliance with this Act the University needs to restrict general internet access by those students who are not yet 18 years of age. Such restrictions may be lifted with the consent of a parent or a responsible adult.
- I being the parent, guardian or person responsible for the wellbeing of the student named in this application hereby give my consent for the opening of an Internet Access Account for the student's use in their university studies. I am aware that in doing so this student will have unrestricted access to the Internet through facilities and services offered by Flinders University.
- I give my approval for my child named in this application to enrol as a non-award student at Flinders University.

Signature (Parent/Guardian) | Date

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School Declaration

(Principal or Extension Studies Program Leader)

Flinders University

Student Name | Topic Code 1 | Topic Code 2

Your School Extension Studies Program Leader is required to complete and sign this section:

Title | Given Name | Surname

Position | School Name

Email Address | Phone

I understand that:

- the school will need to complete a *SACE Recognition Application - Stage 1 and Stage 2 Equivalent Studies* online form and submit this to the SACE Board prior to above named student commencing their studies on the program, and again when results are finalised.
- participation in the program will be evidenced by way of an official transcript that the University will provide to the school on the conclusion of the program, and that transcripts cannot be produced until all fees relating to participation have been paid.

I declare that the student named in this application:

- is a self-motivated learner and has excellent time management and organisation skills.
- has been selected by the school as a student who has achieved results above average in the subject selected for University study (or related subjects) or has been identified as having the academic potential to successfully undertake this subject.
- has the maturity and ability to thrive in an adult learning environment.
- has completed the necessary prerequisites and checked these with the school.
- has checked the relevant topic handbook pages for the topics listed in this application and is aware of the class attendance requirements and fees associated with participating in this program.
- will be academically and pastorally supported by a nominated member of my staff throughout their university study during Extension Studies.

Signature (Principal or Extension Studies Program Leader) | Date

CRICOS NO.00114A

Extension Studies 2027
Online Application Instructions

Flinders University

Accessing the Application System

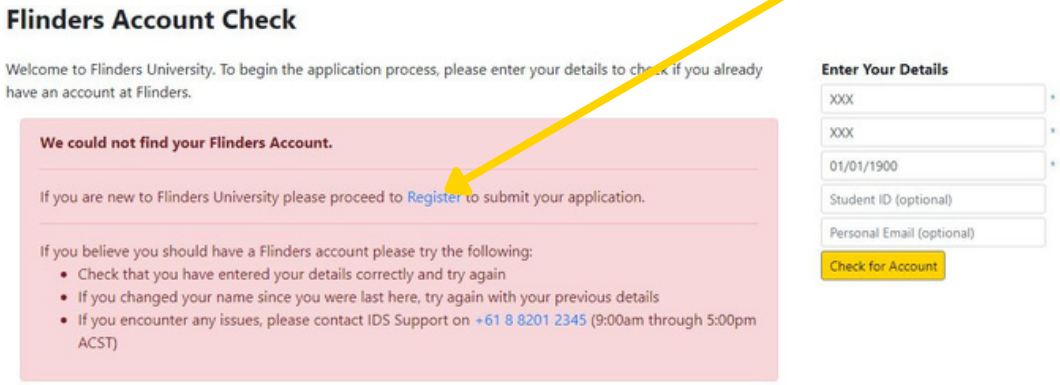
Applications are submitted through the Online Application System portal (flinders.edu.au/apply).



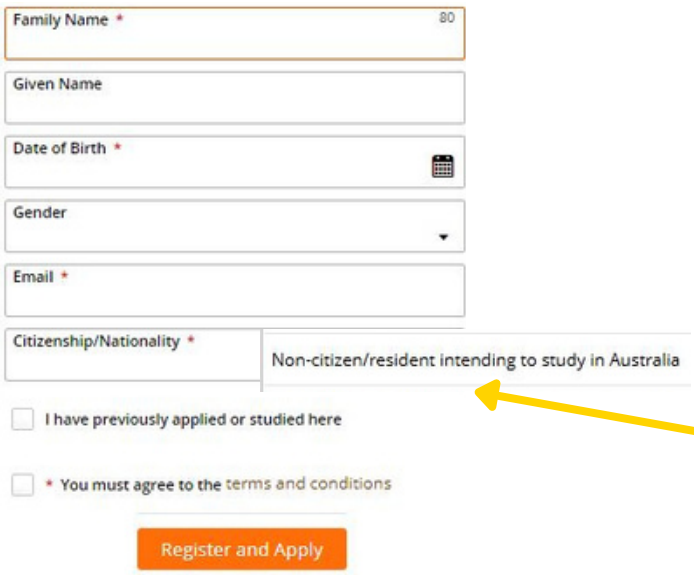
Your Flinders Account

You will be required to create a Flinders Authentication Name (FAN) and password to be able to submit your application and/or return to your application.

The first step is to check if you already have an account. After you've entered your details, click on **CHECK FOR ACCOUNT** and you should see the following message. Click on **REGISTER** to begin the registration process.



Please note that the name you enter at this stage will appear on your student account and official transcripts. Please ensure your name is entered exactly as you would like it to be recorded.



Citizenship definitions

You are a domestic student if you are:

- an Australian citizen
- an Australian Permanent Resident (visa status)
- a New Zealand citizen

You are an international student if you are:

- a Temporary Resident (visa status) of Australia,
- a Permanent Resident (visa status) of New Zealand
- a Resident or Citizen of any other country

International Students please select this option

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Online Application Instructions

Flinders University

Submitting Your Application

Step 1 - Select a Course

Search for the Extension Studies Program by typing **EXSP** in the search box, press Enter and scroll down through the options until you find Course First Half Year, Bedford Park (Load Category = Part Time).
Liability Category will state 'Non Award' for domestic students and 'Intl Onshore' for International students.

You will be able to list your preferred delivery mode / location when nominating your preferred topic/s in Step 3.

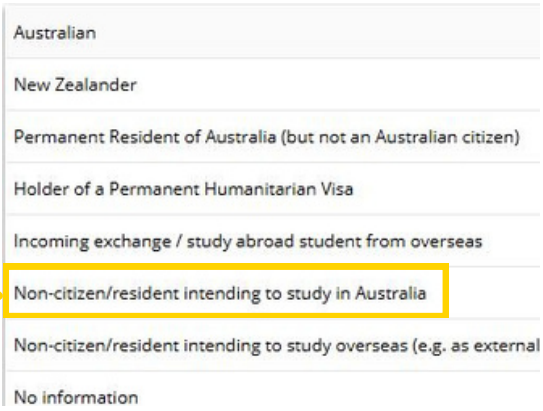


After you've added this course, please click on **NEXT** at the top of the screen

Step 2 - Applicant Details

Enter your details in each section:

- **Personal Details**
- **Contact and Address Details**
  - International students should enter their overseas address in this section
- **Citizenship/Nationality and Cultural Details**
  - International students should enter their Australian address in this section
  - International students should select the following dropdown option



After you've added these details, please click on **NEXT** at the bottom of the screen

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Online Application Instructions

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Step 3 - Requirements

The requirements are split into six sections and you'll need to enter details into each of those by clicking on **RESPOND** button in each section.

When you have answered all the questions within a section, please make sure to click on **SAVE** before proceeding to the next section.

- **Applicant Background**
  - Please provide details of any disabilities, impairments or medical conditions
- **Citizenship Status**
  - Please provide details of your citizenship status
- **Your School and Study**
  - Enter your school details, year level, completed and planned study (Stage 1 and 2)
  - Attach your SACE Record of Achievement or your two most recent school reports
- **Proposed University Study**
  - Please select how many topics you wish to undertake (one or two) - one successfully completed topic equates to 10 SACE credits and students may claim a maximum of 20 credits (two topics) as 'University Studies' towards the SACE.
  - Then you'll need to enter the details for each topic you wish to undertake. These details are available on the topic list which can be accessed at flinders.edu.au/extension
  - For topic code, enter as shown on topic list (e.g. BUSN1001)
  - If you have selected online, for campus location please also type online
  - Please make sure to check the list of topics before completing this section to ensure the topic availability (e.g. semester, delivery mode, location) matches the details on your application
  - If multiple locations are available for your topic/s, please list your preferred location only
- **Declarations**
  - Attach the declarations from your Application Pack. Please use a unique file name for each attachment.
- **Application Declaration**
  - Read the declaration and, if happy to proceed, agree to these where indicated

Once all details have been entered for each section, click on **NEXT** at the top of the screen.

Step 5 - Review and Submit

Once you're happy that you've entered all details correctly, please click on **SUBMIT** and we'll be in touch as soon as we've had a chance to assess your application.

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Online Application Instructions

Flinders University

Returning to a saved application

If you started an application and would now like return to that application to complete and submit, please follow the instructions below (no need to start a new application).

Step 1 - Activate your FAN

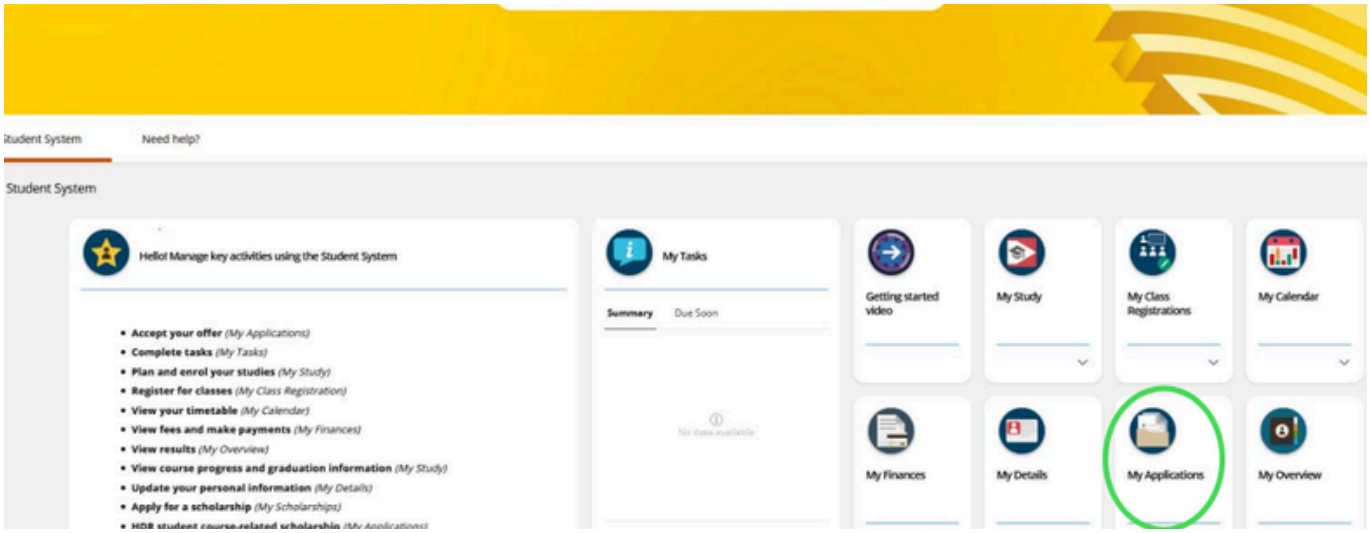
If you haven't already done this you'll need to activate your FAN: https://activate.flinders.edu.au/main

Please refer to the email you received after commencing your initial application as you'll need your Student ID number to complete this step and it was included within that correspondence.

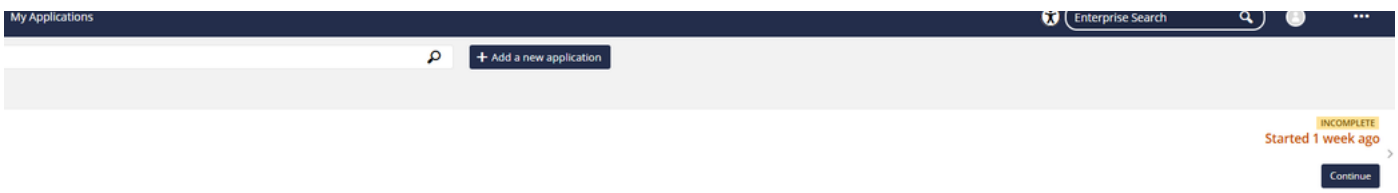
Step 2 - Log in to the Student Information System

Using your FAN and password login to the Flinders dashboard (Okta): https://okta.flinders.edu.au/

After logging into the Student Information System, click on the **MY APPLICATIONS** tile, then click on **APPLY FOR A COURSE / VIEW APPLICATION**.



Step 3 - To continue with a saved application, select **CONTINUE**



For further details please contact:

- Phone: (08) 8201 5322
- Email: extension.studies@flinders.edu.au
- Web: flinders.edu.au/extension

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