

Flinders Foundation Studies Program Application and Enrolment Guide



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Welcome

Welcome to the Flinders Foundation Studies Program application and enrolment guide. This guide will assist you with checking your eligibility for entry into the program, submitting your application and if successful, enrolling in your chosen location and mode of study.

One of our most popular pathways into a Flinders degree is the Flinders Foundation Studies Program. This preparation program is available to eligible applicants to enable their studies in a bachelor's degree at Flinders.

The Flinders Foundation Studies Program offers students:

- a standard 4-month program, a 7-month program and a fast-tracked 5-week intensive program at no cost*
- guaranteed entry to over 30 Flinders degrees and eligibility to apply for most Flinders degrees on successful completion
- the opportunity to gain the skills required to be a successful university student
- an introduction to some of the major fields of study available at Flinders

*Commonwealth Government funded program. Students are expected to undertake further university studies upon successful completion of Foundation Studies.

Where and when will you study?

The Foundation Studies Program is available for commencement in January, February, and July each year and offers a number of locations and modes of study.

The course can be studied in person in several Adelaide metropolitan locations as listed below; or Online for either a standard 4-month duration or a fast tracked 5-week intensive duration.

Please note fast-tracked 5-week intensive is aimed at students who can manage a considerable amount of academic study pressure in a short amount of time.

Adelaide metropolitan campus locations are:

- TAFE SA Adelaide CBD (4 months, daytime classes)
- TAFE SA Noarlunga (4 months, daytime classes)
- TAFE SA Elizabeth (4 months, daytime classes)
- Flinders University, Bedford Park (5-week intensive daytime classes or 7 months evening classes)
- Flinders new Adelaide City Campus (5-week intensive, daytime classes)

Who is eligible to apply?

This program is for Australian citizens, Australian permanent residents and New Zealand citizens who have not previously completed studies at university and/or do not hold a TAFE/VET Advanced Diploma level qualification or higher.

This program is not available to applicants enrolled in Year 12 studies (South Australian Certificate of Education (SACE) or equivalent) in the year they wish to commence this program; or to applicants enrolled below Year 12 studies; or to those who may not be attending Year 12 studies but are eligible to be enrolled in Year 12 studies in the year they wish to commence this program.

Flinders University was established on the lands of the Kaurna nation, with the first University campus, Bedford Park, located on the ancestral body of Ngannu near Warriparinga.

Flinders University acknowledges the Traditional Owners and Custodians, both past and present, of the various locations the University operates on, and recognises their continued relationship and responsibility to these Lands and Waters.

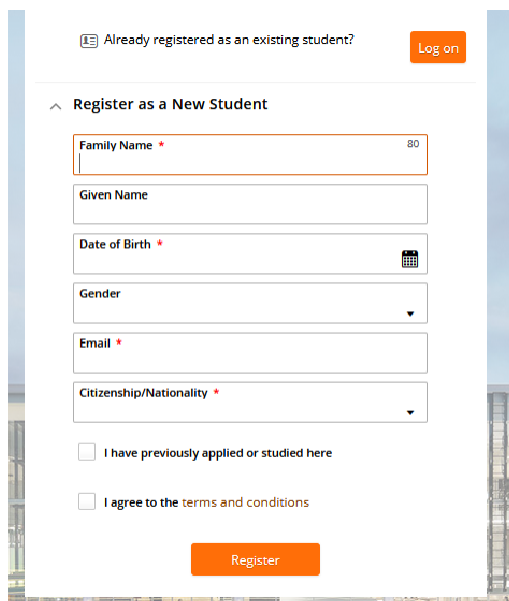
Accessing the Application System

Applications are submitted through the [Online Application System](#) portal.

Your Flinders Account

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

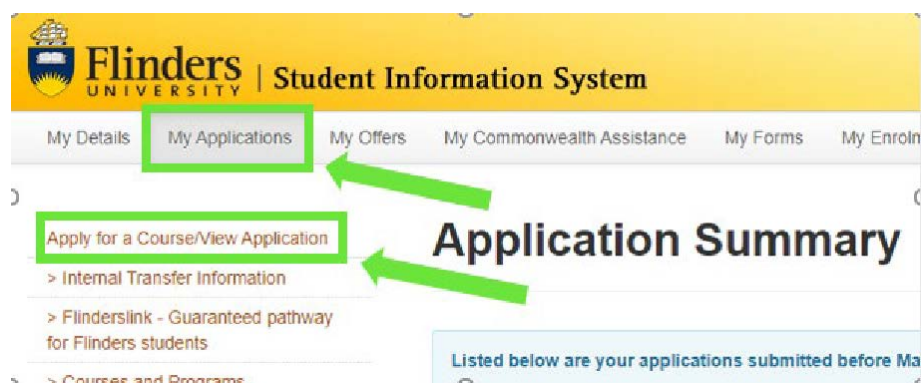
The first step is to [check if you already have a Flinders account](#). If you do not have one, you will be asked to register.



The screenshot shows the 'Register as a New Student' form. At the top, there is a checkbox labeled 'Already registered as an existing student?' with a 'Log on' button next to it. Below this, the 'Register as a New Student' section contains several input fields: 'Family Name' (with a character count of 80), 'Given Name', 'Date of Birth' (with a calendar icon), 'Gender' (a dropdown menu), 'Email', and 'Citizenship/Nationality' (a dropdown menu). At the bottom of the form, there are two checkboxes: 'I have previously applied or studied here' and 'I agree to the terms and conditions'. A 'Register' button is located at the bottom right of the form.

If you have your FAN details you may need to [reactivate your FAN](#) first before being able to access the online application system.

After logging into the Student Information System, click on the **Apply for a Course/View Application** link on the **Applications** tab.

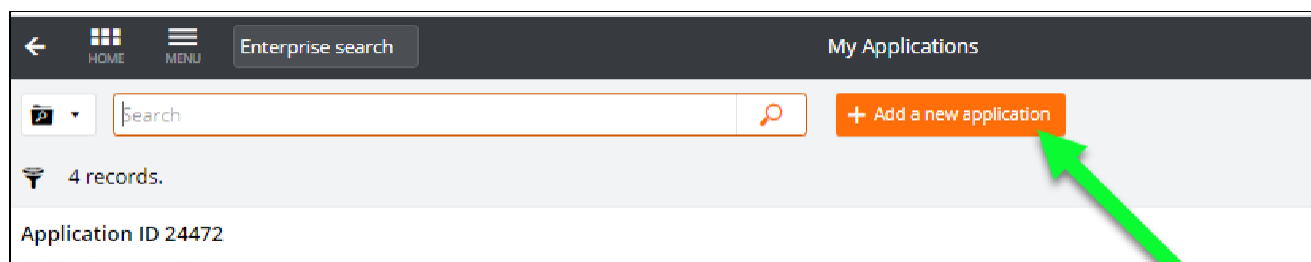


Technical Support

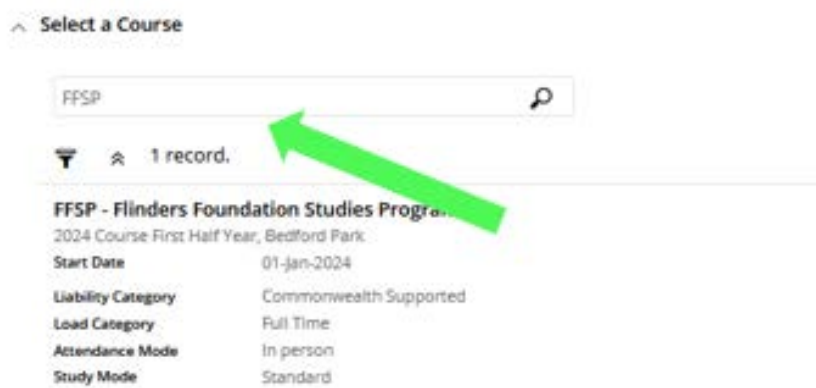
For technical support with your FAN or log in issues please contact our Helpdesk from 9:00 am to 5:00 pm (ACST) Monday to Friday on 08 8201 2345.

Submitting an Application

1. Click on the **Add a new application** button.



2. Use the **Search** box to find your preferred course



Enter:

FFSPI to apply for the 5-week intensive at the Bedford Park campus or Online; or

FFSPIFP to apply for the 5-week intensive at the Adelaide City Campus; or

FFSP for the 4-month course at the Bedford Park campus; the 4-month course at TAFESA Adelaide CBD, Noarlunga or Elizabeth; or the 7-month course at the Bedford Park campus.

If you wish to study the 4-month course in Online mode only, search for FFSP and select the Online only option.

FFSP (1) - Flinders Foundation Studies Program

2024 Course First Half Year, Bedford Park

Online only

Liability Category	Commonwealth Supported
Load Category	Full Time
Attendance Mode	In person
Study Mode	Standard

3. Click on **Add to application** on selected course.

^ Select a Course

FFSP

1 record.

FFSP - Flinders Foundation Studies Program
2024 Course First Half Year, Bedford Park
Start Date 01-Jan-2024
Liability Category Commonwealth Supported
Load Category Full Time
Attendance Mode In person
Study Mode Standard

Add to application

4. Click on **Next** to continue.

Flinders University > Make An Application 5 messages Enterprise Search

Application ID 88348
Review each step before you submit your application. More < Previous Next >

Step 1
Select Courses

Step 2
Applicant Details

Step 3
Review and Submit

Select a Course

Select 'Add to application' for the course you wish to apply for.
Courses that display 'Selections Available' indicate additional choices that are available after the course is added to your application.
Select 'View course details' to see key dates for the course.
Select 'Next' to continue to the next step of your application.
[Show less](#)

^ Select a Course

FFSP

1 record.

FFSP - Flinders Foundation Studies Program
2024 Course First Half Year, Bedford Park
Start Date 01-Jan-2024
Liability Category Commonwealth Supported
Load Category Full Time
Attendance Mode In person
Study Mode Standard

5. New applicants will need to enter personal, contact, address and citizenship details under the '**Applicant Details**' tab.

Application ID 5221
Review each step before you submit your application. More < Previous Next >

Step 1
Selected Courses

Step 2
Applicant Details

Step 3
Requirements

Step 4
Review and Submit

Applicant Details

Your personal details are displayed below.
Mandatory fields are indicated by a red asterisk, please provide a response to each mandatory field and then select 'Next' to continue to the next step.
[Show less](#)

Personal Details

Title

Family Name
Wyers

Given Name
Merlin

NOTE: Existing students will only be able to change selected details on this window.

6. Click **Next** to continue.

More < Previous Next >

7. Respond to each of the **Requirements** to help us assess your eligibility for the program.

Application ID 48782
Review each step before you submit your application.

Step 1: Selected Course ✓
Step 2: Applicant Details ✓
Step 3: Requirements
Step 4: Review and Submit

Requirements
Select 'Respond' to answer each requirement marked as 'Mandatory'.
Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. [Show/less](#)

Search

4 records.

What is the highest level of secondary education you have completed?
What is the highest level of secondary education you have completed?
1 question must be answered
FFSP MANDATORY **Respond**

What is the latest post-secondary education level qualification you have completed?
1 question must be answered
FFSP MANDATORY **Respond**

What is the latest post-secondary education level qualification you have commenced, but not completed?
1 question must be answered
FFSP MANDATORY **Respond**

8. Click on **Next** to continue.

9. Review the application. If changes are required, select the relevant group tile on the left or use the **Previous** button at the top right.

10. When the application is ready, click **Submit**.

! Once the application is submitted, changes cannot be made. Please review carefully.

Application ID 5221
Review each step before you submit your application.

Step 1: Selected Courses ✓
Step 2: Applicant Details ✓
Step 3: Requirements ✓
Step 4: Review and Submit

Application Summary
Your application is ready to submit.

2264122 - Merlin Wyers
Australian | 01-Jan-1980 (41)
merlin@email.com

Application ID 5221
Submitted Not recorded

Application Details

- BCRIM (1) - Bachelor of Criminology
2021 Course Second Half Year, Bedford Park
- BSCHFS (2) - Bachelor of Science (Honours) (Forensic and Analytical Science)
2021 Course Second Half Year, Bedford Park

Submit

NOTE: If '**Application Incomplete**' displays after submission, this indicates the system is processing the application. After waiting a few moments, refresh the window and '**Application Submitted**' should display.

Enterprise search My Applications

Search + Add a new application

3 records.

Application ID 5221
BCRIM - Bachelor of Criminology
BSCHFS - Bachelor of Science (Honours) (Forensic and Analytical Science)

APPLICATION SUBMITTED
Submission Date 24-Mar-2021

Further Information Request **Respond**

Withdrawing an Application

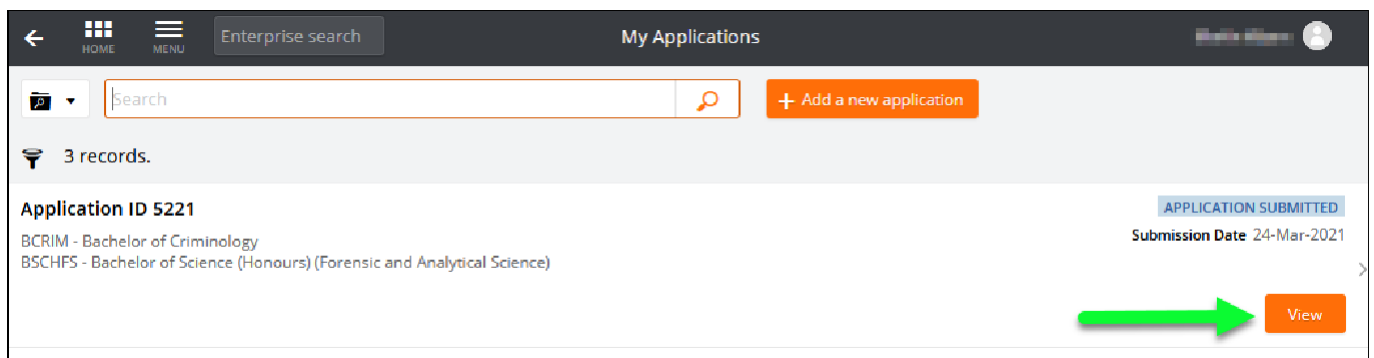
An application can be withdrawn until a successful/unsuccessful outcome is recorded.

! **Once an application is withdrawn, it cannot be reinstated, and another application must be submitted in its place**

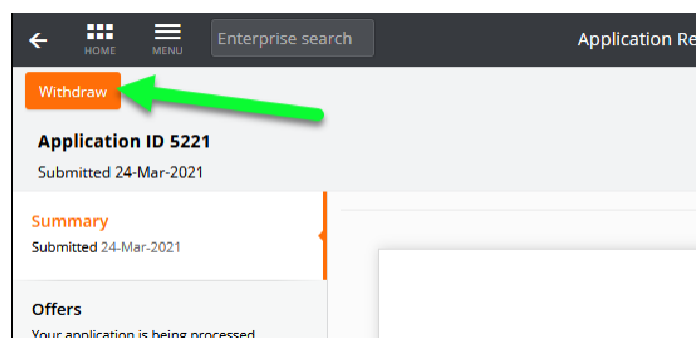
1. After logging onto the Student Information System, click on the **Apply for a Course** link on the **Applications** tab.



2. Click on the **View** link for the application that is to be withdrawn.



3. Click on the **Withdraw** button

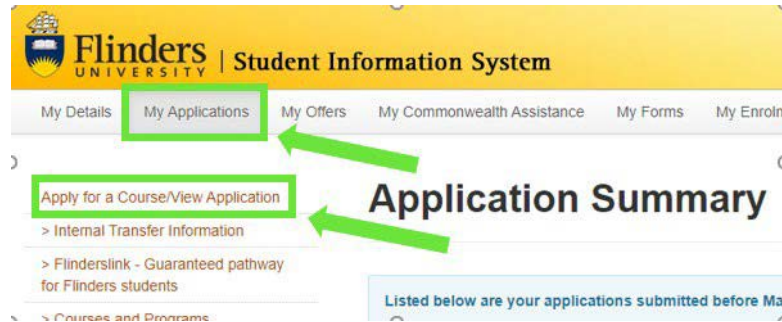


Request for Further Information

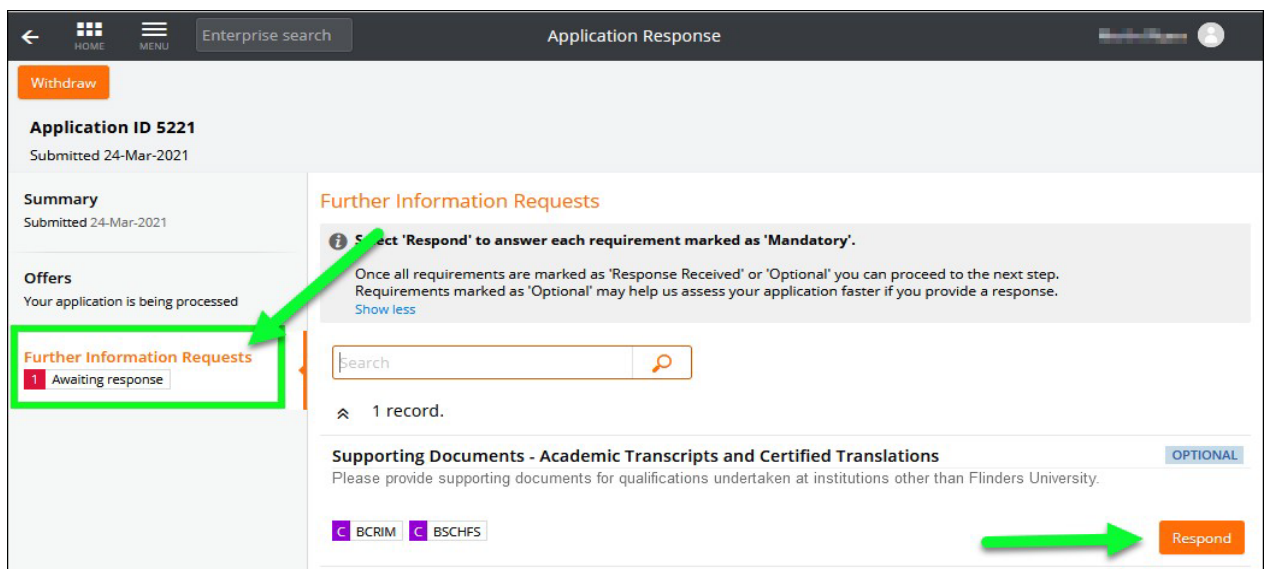
Further information may be sought to complete the assessment of an application. An email will be sent with details of the required information. This will be sent to the set [preferred email](#).

This will also show on the application.

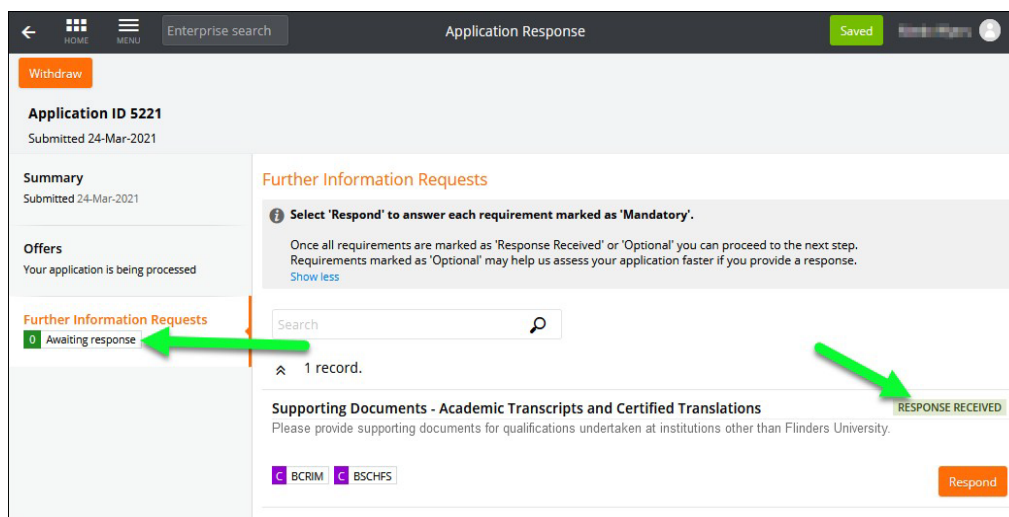
1. After logging onto the Student Information System, click on the **Apply for a Course/View Application** link on the My Applications tab.



2. Applications that require further information display a 'Further Information Request' tag.
3. Click on the **Respond** button.

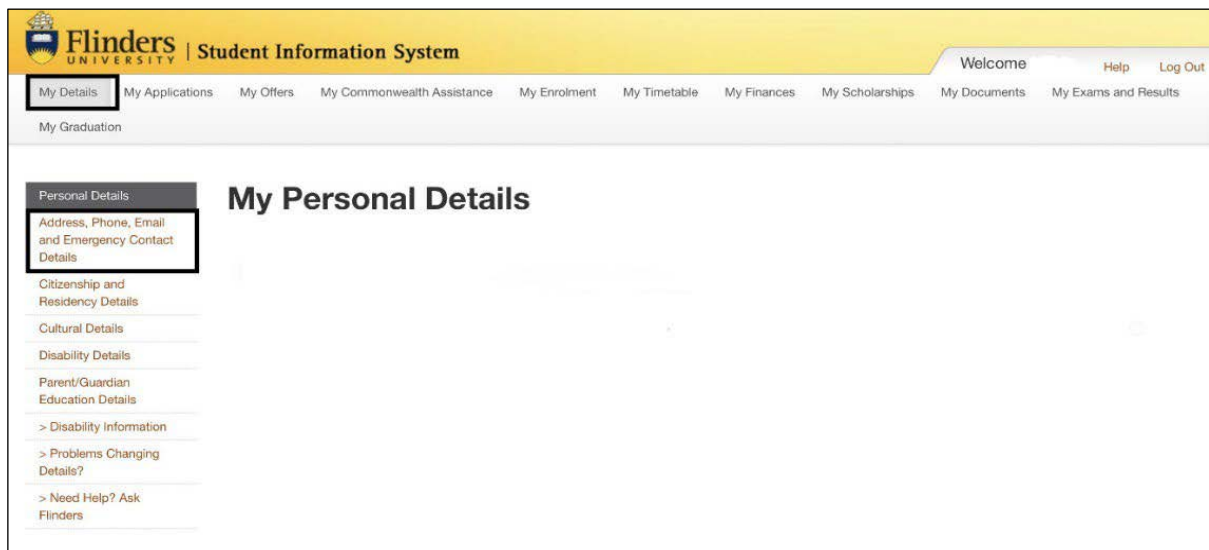


4. Repeat this process until all requirements have 'Response Received' recorded for the application to be processed.



Checking your Preferred Email Selection

Email is the primary mode of communication with all applicants. Flinders email address is normally automatically designated as the 'Preferred Email'. Applicants should check and select their preferred email by logging on the Student Information System and accessing the My Details tab where the preferred email can be updated. Your preferred email will have a tick next to it.



Flinders UNIVERSITY | Student Information System

Welcome Help Log Out

My Details My Applications My Offers My Commonwealth Assistance My Enrolment My Timetable My Finances My Scholarships My Documents My Exams and Results

My Graduation

Personal Details

Address, Phone, Email and Emergency Contact Details

Citizenship and Residency Details

Cultural Details

Disability Details

Parent/Guardian Education Details

> Disability Information

> Problems Changing Details?

> Need Help? Ask Flinders

My Personal Details

My Email Addresses

Manage your email addresses. You can have up to 3 email addresses. The preferred email address will be used for all communication.

Preferred	Email Type	Email Address		
<input checked="" type="checkbox"/>	Flinders Email			
<input type="checkbox"/>	Applicant Email		Change	Delete
<input type="checkbox"/>	Alternate Email 1		Change	Delete

[Add a new type of email address](#)

Enrolling in a topic to choose location and mode of study

If successful, offer letters are sent to the preferred email address. Follow the steps below to enrol and choose your preferred location and mode of study:

1. If not done so already, [activate your Flinders Account \(FAN\)](#). A Student ID and date of birth will be required (Student ID is provided on the offer letter).
2. Log on to the student [dashboard](#) using the Flinders Authentication Name (FAN) and password and click on the **Student System** icon. (If you forget your FAN you can re-visit the [activate your Flinders account](#) page to recover it by re-entering your Student ID Number and date of birth);
3. Complete a Commonwealth Assistance Form (eCAF) which can be accessed through the 'My Commonwealth Assistance' tab at the top of the page in the Student System. You will need your Tax File Number (TFN) and a valid Unique Student Identifier (USI) to complete the eCAF. There is a [demonstration video](#) available to help if assistance is needed;
4. Click on the 'My Enrolment' tab found at the top of the page in the Student System and read and agree to the enrolment declaration.
5. Students must enrol in topic **FNST0100 (4-month or 7-month program) or FNST0116 (5-week program)**.
6. **If you have been made an offer to the FFSP (4-month or 7-month program Bedford Park/TAFESA/Online), enrol in FNST0100:**
 - a. If you were made an offer for Semester 1 2024 you will have the following options when choosing your availability:
 - *Non-Semester – Adelaide CBD – In person - Held 27 February - 23 May 2024*
 - *Non-Semester – Noarlunga – In person - Held 28 February - 29 May 2024*
 - *Non-Semester – Elizabeth - In person - Held 27 February - 23 May 2024*
 - *Non-Semester – Bedford Park – In person - Held 27 February - 20 August 2024 (night classes)*
 - *Non-Semester – Flinders – Online - Held 28 February - 29 May 2024*
 - b. If you were made an offer for Semester 2 2024 you will have the following options when choosing your availability:
 - *Non-Semester – Adelaide CBD – In person - Held 23 July - 24 October 2024*
 - *Non-Semester – Noarlunga – In person - Held 22 July - 23 October 2024*
 - *Non-Semester – Elizabeth – In person - Held 23 July - 24 October 2024*
 - *Non-Semester – Flinders – Online - Held 22 July - 23 October 2024*
7. **If you have been made an offer to the FFSP (5-week intensive at Bedford Park), enrol in FNST0116:**
 - a. If you were made an offer for Semester 1 2024 select one of the following availabilities:
 - *Non-Semester - Bedford Park - In Person **Intensive** - Held 15 January - 16 February 2024*
 - *Non-Semester - Flinders- Online - **Intensive** - Held 15 January - 16 February 2024*
 - b. If you were made an offer for Semester 2 2024 select one of the following availabilities:
 - *Non-Semester - Bedford Park - In Person **Intensive** - Held 27 May - 28 June 2024*
 - *Non-Semester - Flinders - Online - **Intensive** - Held 27 May - 28 June 2024*
8. **If you have been made an offer to the FFSP (5-week intensive at Adelaide City Campus), enrol in FNST0116:**
 - c. If you were made an offer for First Half Year 2024 choose the following availability:

- d. If you were made an offer for Second Half Year 2024 choose the following availability:

- [illegible]

Enrolment Support is available by contacting Flinders

Phone: 1300 354 633 (option 2)

Conditional offers may be made and will be tagged in the application and details of conditions to be met will be listed on the application and detailed in the offer letter.

You will be notified via your preferred email if your application has been unsuccessful. If you wish to discuss your options, please contact us on 1300 354 633 (option 1).