

Flinders Foundation Studies Program Application and Enrolment Guide



Table of Contents

Welcome	3
Where and when will you study?	3
Who is eligible to apply?	3
Accessing the Application System	4
Your Flinders Account	4
Technical Support	4
Submitting an Application	5
Withdrawing an Application	8
Request for Further Information	9
Checking your Preferred Email Selection	10
Enrolling in a topic to choose location and mode of study	11
Conditional Offers	12
Unsuccessful application	12

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:

- a fast-tracked 5-week intensive program, a standard 10-week program, and a 14-week 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 at several locations and offers multiple modes of study.

The **Fast-tracked 5-week intensive option** is offered in January and May at:

- Flinders University Bedford Park
- Flinders University City Campus
- Online

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.

The **10-week in person option** is offered in March and July at:

- TAFE SA Adelaide
- TAFE SA Elizabeth Campus
- TAFE SA Noarlunga Campus
- Online

The **14-weeks in person option** can be studied in March and July at:

- Flinders University Bedford Park
- Flinders University City Campus

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.

Applicants who are eligible to be enrolled in the South Australian Certificate of Education (SACE) or equivalent, or applicants enrolled in SACE or equivalent in the year they wish to commence this course are not eligible to apply.

Students enrolled in SACE or equivalent that are completing this course through a partnership arrangement with Flinders University may be admitted. These students are provided separate instructions and should not refer to this guide

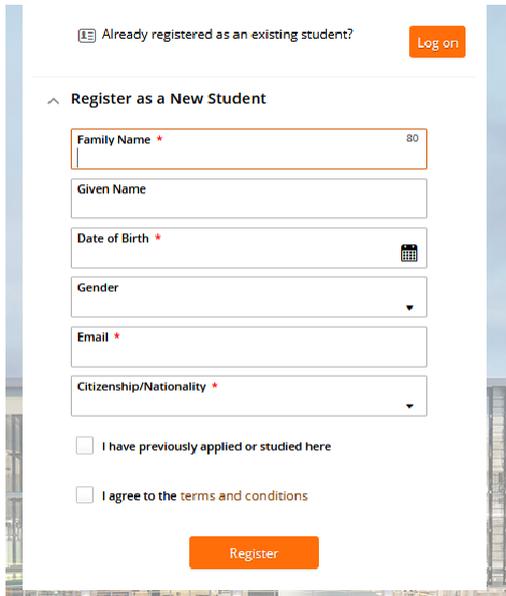
Accessing the Application System

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.

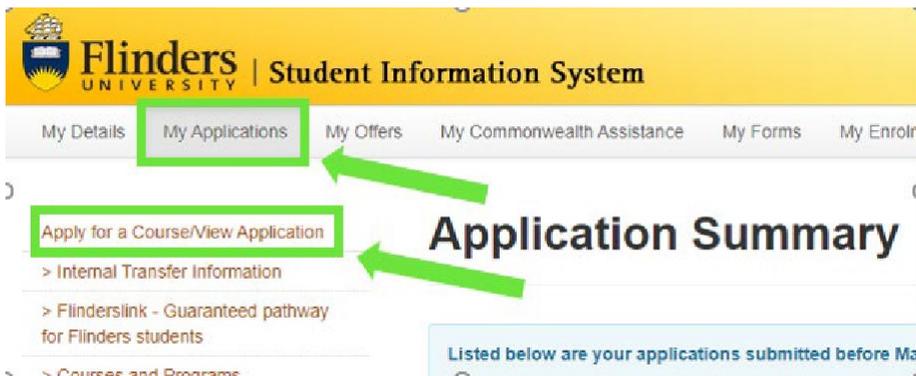
The first step is to [check if you already have a Flinders account](#). If you do not have one, you will be asked to register.



The screenshot shows a registration form for a new student. At the top, there is a checkbox labeled "Already registered as an existing student?" and a "Log on" button. Below this is a section titled "Register as a New Student" with a dropdown arrow. The form 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 center 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.

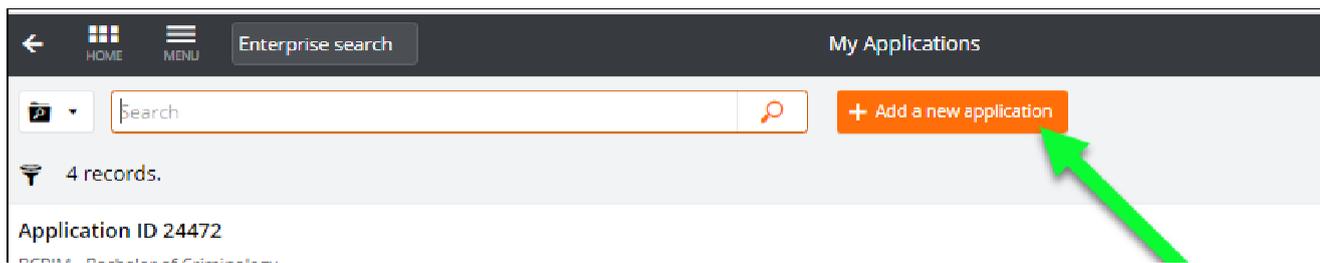


Technical Support

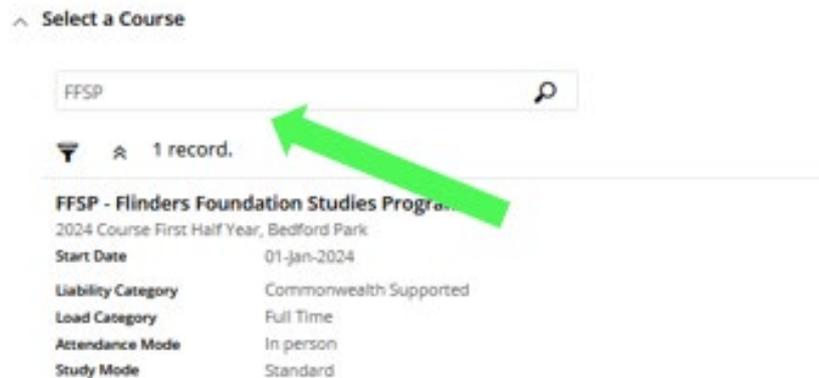
For technical support with your FAN or log in issues please contact our Helpdesk from 9:00 am to 5:00 pm (ACST) Monday to Friday on 08 8201 2345.

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
- FFSPIFP** to apply for the 5-week intensive at the Flinders City Campus
- FFSP** to apply for the 10-week course at TAFESA Adelaide, Noarlunga, Elizabeth or Online
- FFSP** to apply for the 14-week course at the Bedford Park Campus
- FFSPFP** to apply for the 10-week or 14-week course at the Flinders City Campus

If you wish to study the 10-week course in Online mode only, search for FFSP and select the Online only option.

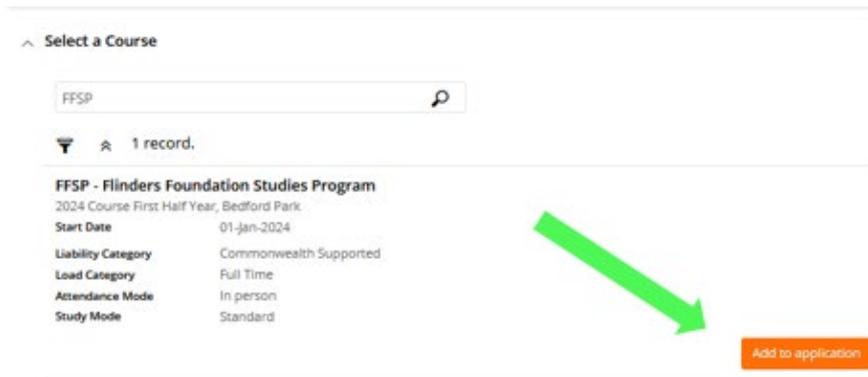
FFSP (1) - Flinders Foundation Studies Program

2024 Course First Half Year, Bedford Park

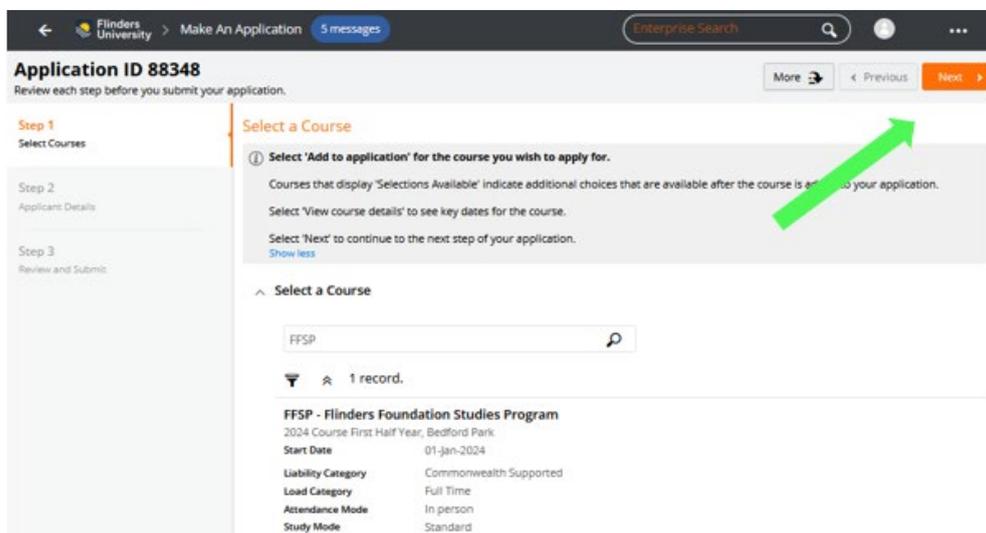
Online only 

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

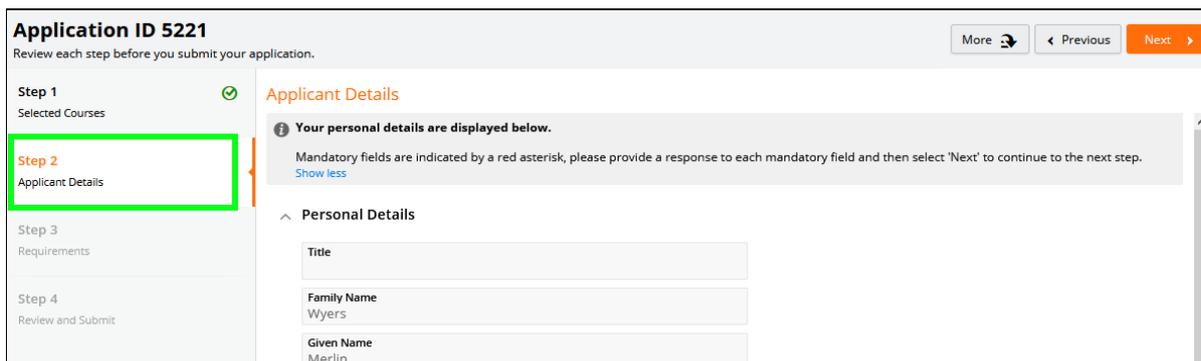
3. Click on **Add to application** on selected course.



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

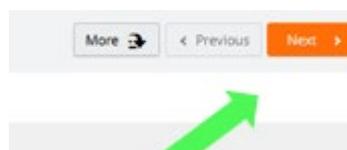


5. New applicants will need to enter personal, contact, address and citizenship details under the 'Applicant Details' tab.

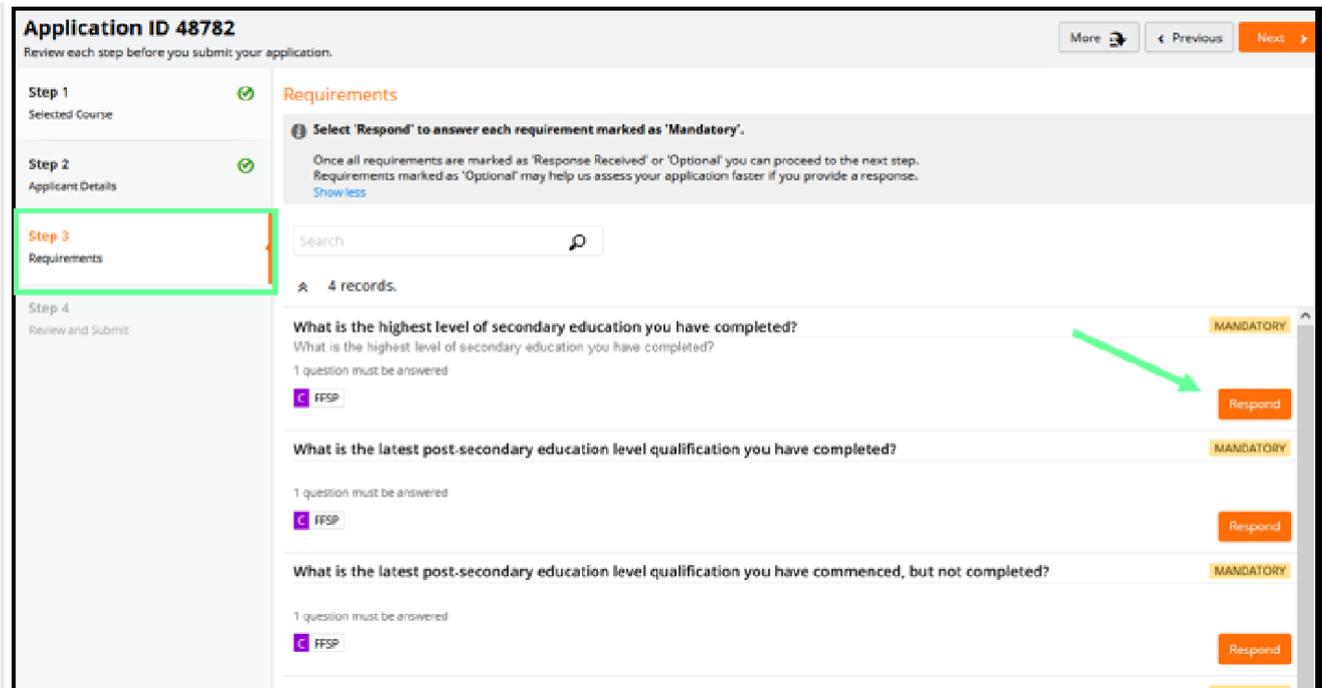


NOTE: Existing students will only be able to change selected details on this window.

6. Click **Next** to continue.



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

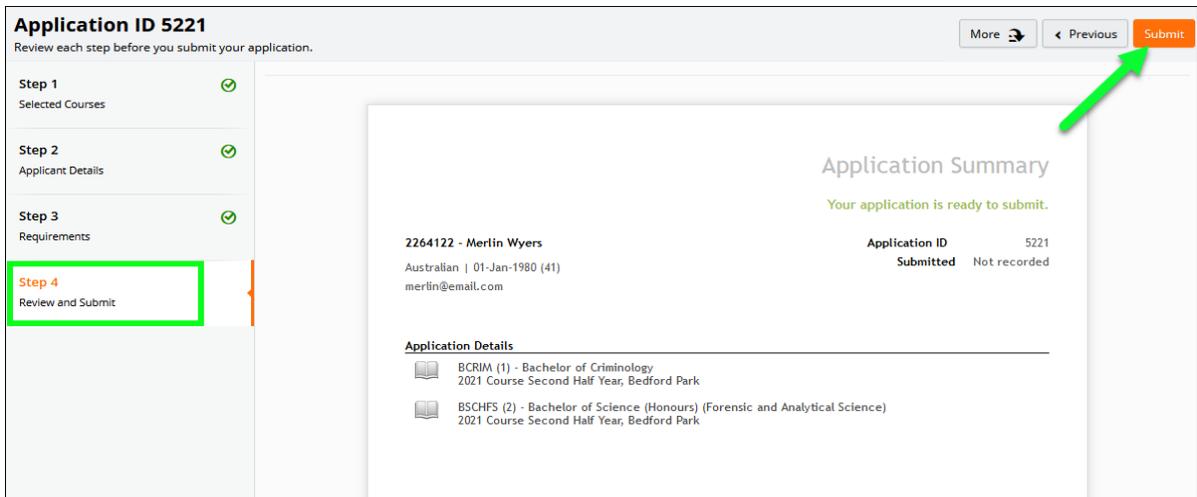


8. Click on **Next** to continue.

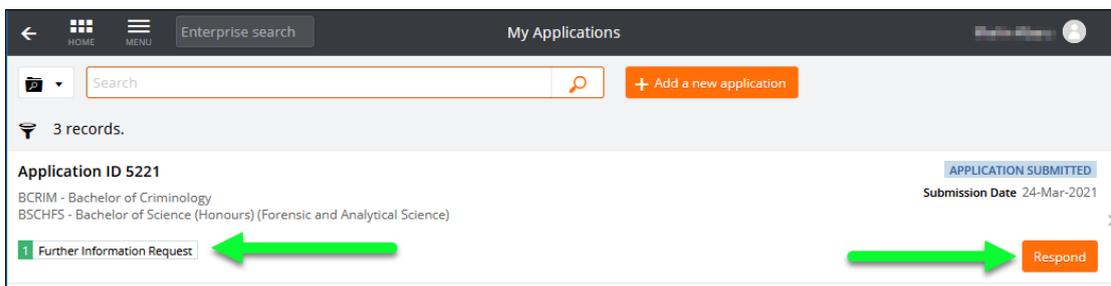
9. Review the application. If changes are required, select the relevant group tile on the left or use the **Previous** button at the top right.

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

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



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.

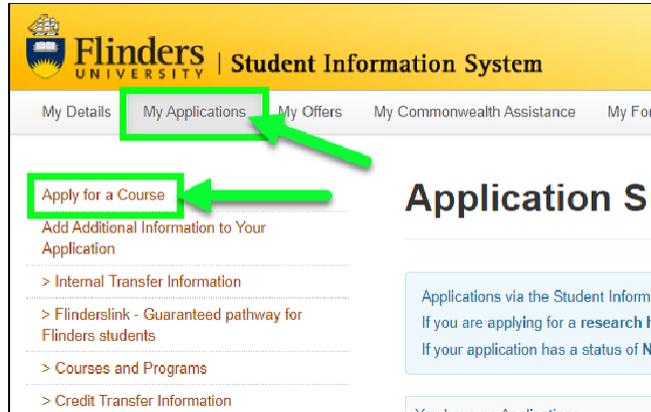


Withdrawing an Application

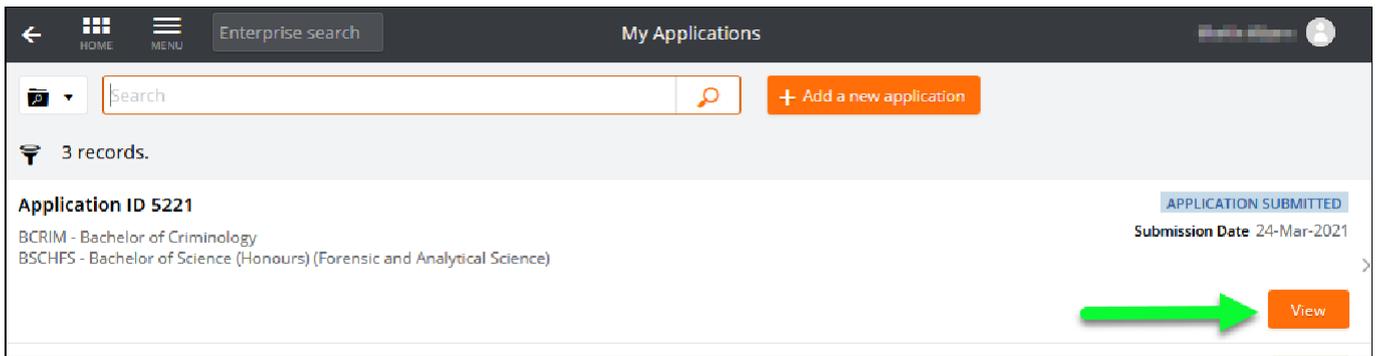
An application can be withdrawn until a successful/unsuccessful outcome is recorded.

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

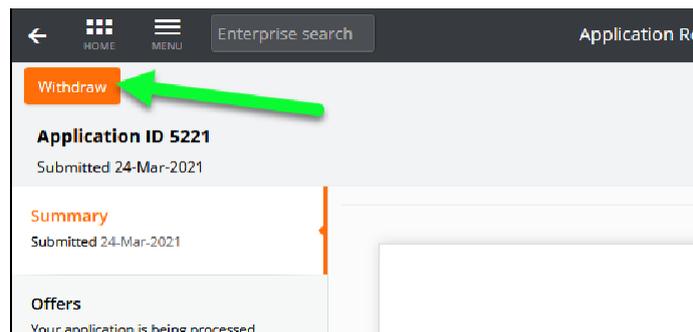
1. After logging onto the Student Information System, click on the **Apply for a Course** link on the **Applications** tab.



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



3. Click on the **Withdraw** button



Request for Further Information

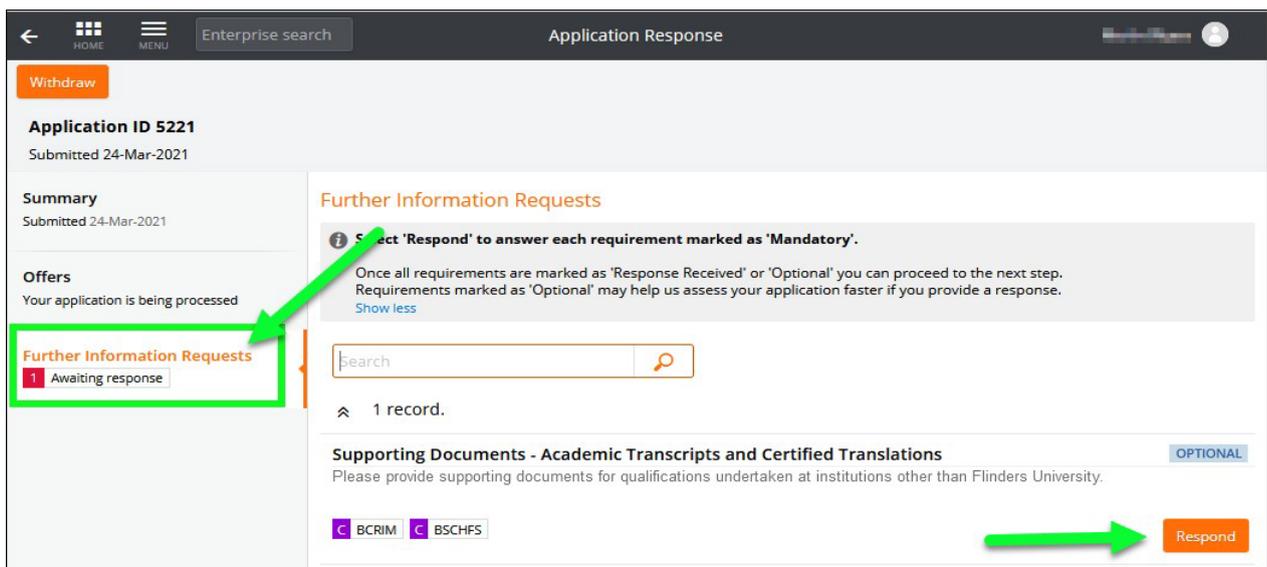
Further information may be sought to complete the assessment of an application. An email will be sent with details of the required information. This will be sent to the set [preferred email](#).

This will also show on the application.

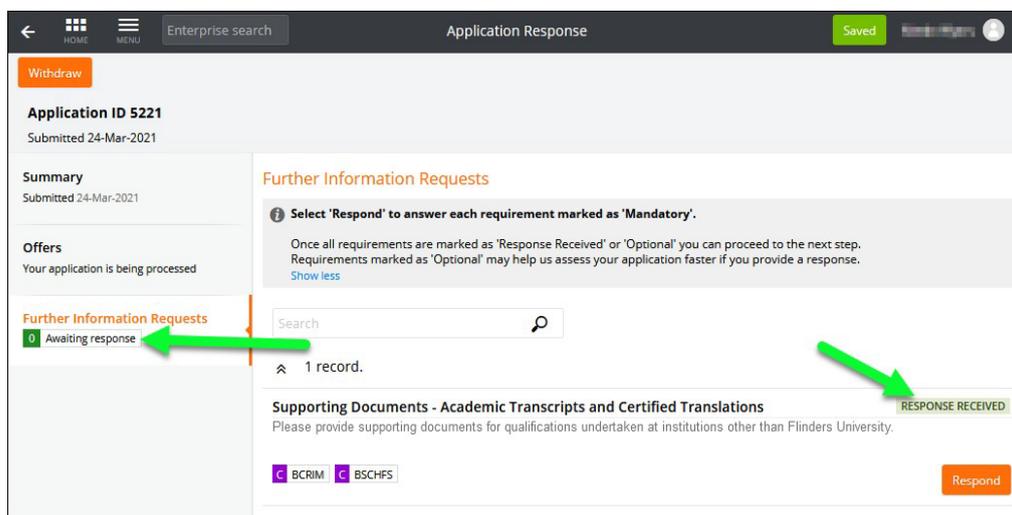
1. After logging onto the Student Information System, click on the **Apply for a Course/View Application** link on the My Applications tab.



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

My 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 Email Addresses

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

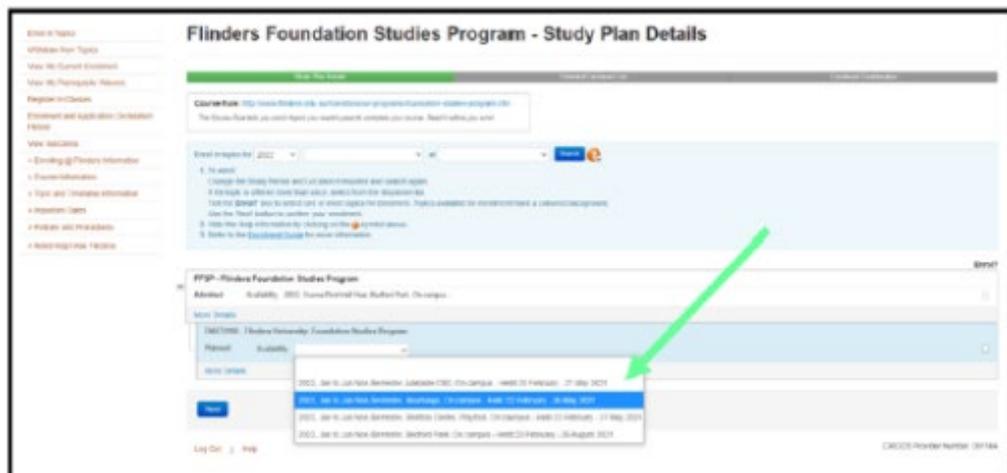
[Add a new type of email address](#)

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. **If you have been made an offer to the FFSP (10-week or 14-week program at Bedford Park, TAFESA or Online, you must enrol in topic FNST0100:**
 - a. If you were made an offer for Semester 1 2025 you will have the following options when choosing your availability:
 - *Non-Semester – Flinders Bedford Park – In person - 4 March – 17 June*
 - *Non-Semester – Flinders City Campus – In person - 4 March – 22 May*
 - *Non-Semester – TAFE SA Elizabeth Campus - In person - 4 March – 22 May*
 - *Non-Semester – TAFE SA Noarlunga Campus – In person - 3 March - 21 May*
 - *Non-Semester – Flinders – Online - 3 March - 21 May*
 - b. If you were made an offer for Semester 2 2025 you will have the following options when choosing your availability:
 - *Non-Semester – Flinders Bedford Park – In person - 29 July – 11 November*
 - *Non-Semester – Flinders City Campus – In person - 29 July – 11 November*
 - *Non-Semester – TAFE SA Adelaide City Campus – In person - 29 July – 16 October*
 - *Non-Semester – TAFE SA Elizabeth Campus – In person - 29 July – 16 October*
 - *Non-Semester – TAFE SA Noarlunga Campus – In person - 28 July – 15 October*
 - *Non-Semester – Flinders - Online - 28 July – 15 October*
6. **If you have been made an offer to the FFSP1 or FFSP1FP (5-week intensive at Bedford Park, City Campus or Online, you must enrol in topic FNST0116:**
 - a. If you were made an offer for January 2025 commencement, you will have the following options when choosing your availability:
 - *Non-Semester - Flinders Bedford Park - In Person **Intensive** - 13 January - 13 February*
 - *Non-Semester - Flinders City Campus - In Person **Intensive** - 13 January - 13 February*
 - *Non-Semester-Flinders -Online- **Intensive** - 13 January - 13 February*
 - b. If you were made an offer for May 2025 commencement, you will have the following options when choosing your availability:

- *Non-Semester - Flinders Bedford Park - In Person **Intensive** - 26 May - 26 June*
- *Non-Semester - Flinders City Campus - In Person **Intensive** – 26 May - 26 June*
- *Non-Semester - Flinders -Online - **Intensive** - 26 May - 26 June*



NOTE: If you change your mind about which location and or mode you wish to study, you can simply withdraw from your chosen topic, and enrol at the location you wish to attend. This will be possible until the commencement of the program.

Enrolment Support is available by contacting Flinders

Connect: Online: [AskFlinders](#)

Phone: 1300 354 633 (option 2)

Conditional Offers

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.

Enrolment will not be possible until the condition is met.

Unsuccessful application

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).