

# Extension Studies 2025

## Application Pack for New Students

Congratulations on deciding to apply for the 2025 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 of the **17th of February 2025**.

### Requirements

- 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 2025

## Student Declaration



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 authorise Flinders University to release to other educational institutions details of my enrolment and academic record. 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 personal information in the Higher Education Information Management System.
- 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 have researched the relevant topic pages to confirm the availability of my preferred topic/s and am confident in balancing both my Extension Studies and school commitments.
- If successful in my application, I understand that I need to complete (with my school) a SACE Form 12 and submit this to the SACE Board prior to commencing my studies on the program.
- 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.
- 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.
- An Academic Integrity Unit is a compulsory zero credit point unit that all Extension Studies students will be enrolled in and required to successfully complete. The unit learning and assessment activities 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. The unit should take no longer than two to three hours to complete and must be done prior to submitting any assignments. You can read more about this at: <https://students.flinders.edu.au/my-course/academic-integrity>.

Signature

Date

# Extension Studies 2025

## Parent/Guardian Declaration



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Student Name	Topic Code 1	Topic Code 2
<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Your parent/guardian is required to complete this section of your application**

Title	Given Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street Address	Town / Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Address	Phone
<input type="text"/>	<input type="text"/>

- 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. I understand that the University offers a fully adult learning environment. I accept any risks that may be involved in my child's participation in the University Extension Studies Program. I authorise Flinders University to release to other educational institutions details of my child's enrolment and academic record.
- 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..
- The Broadcasting Services Amendment (on-Line Services) Act 1999 , states that "on-line 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	Date
<input type="text"/>	<input type="text"/>

# Extension Studies 2025

## School Declaration

(Principal or Delegate)



Student Name

Topic Code 1

Topic Code 2

**Your teacher is required to complete this section of your application**

Title

Given Name

Surname

Position

School Name

Email Address

Phone

**I understand that:**

- the school will need to complete a SACE Form 12 and submit this to the SACE Board prior to above named student commencing their studies on the program.
- 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 counsellor/school teacher
- will be academically and pastorally supported by a nominated member of my staff throughout his/her university study during Extension Studies

Signature

Date

# Extension Studies 2025

## Online Application Instructions



### Accessing the Application System

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

#### APPLYING FOR ENTRY TO A COURSE AT FLINDERS UNIVERSITY?

Before commencing the application process, you need to:

- Know the course you are applying for;
- Know what the entry requirements are and ensure you meet them to be eligible to apply;
- Have information about your higher education qualifications (Copies of Transcripts, Certificates etc.) available to upload (if required).

[Commence the application process](#)

### 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.

### Flinders Account Check

Welcome to Flinders University. To begin the application process, please enter your details to check if you already have an account at Flinders.

#### We could not find your Flinders Account.

If you are new to Flinders University please proceed to [Register](#) to submit your application.

If you believe you should have a Flinders account please try the following:

- Check that you have entered your details correctly and try again
- If you changed your name since you were last here, try again with your previous details
- If you encounter any issues, please contact IDS Support on +61 8 8201 2345 (9:00am through 5:00pm ACST)

#### Enter Your Details

XXX \*  
XXX \*  
01/01/1900 \*  
Student ID (optional)  
Personal Email (optional)  
[Check for Account](#)

Family Name \* 80

Given Name

Date of Birth \*

Gender

Email \*

Citizenship/Nationality \*

Non-citizen/resident intending to study in Australia

I have previously applied or studied here

\* You must agree to the terms and conditions

[Register and Apply](#)

### 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**

# Extension Studies 2025

## Online Application Instructions



### 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.

EXSP
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8 records.

<b>EXSP - Extension Studies Program</b>	
2025 Course First Half Year, Bedford Park	
<b>Start Date</b>	01-Jan-2025
<b>Liability Category</b>	Non Award
<b>Load Category</b>	Part Time
<b>Attendance Mode</b>	In person
<b>Study Mode</b>	Standard

Add to application

After you've added this course, please click on **NEXT** at the bottom 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

- Australian
- New Zealander
- Permanent Resident of Australia (but not an Australian citizen)
- Holder of a Permanent Humanitarian Visa
- Incoming exchange / study abroad student from overseas
- Non-citizen/resident intending to study in Australia
- Non-citizen/resident intending to study overseas (e.g. as external student)
- No information

# Extension Studies 2025

## Online Application Instructions



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### Step 3 - Requirements

The requirements are split into five 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](https://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
- **Declarations**
  - Attach the declarations from your Application Pack
- **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 bottom of the screen.

### Step 4 - 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.

# Extension Studies 2025

## Online Application Instructions



### 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 (please don't 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** tab, then click on **APPLY FOR A COURSE / VIEW APPLICATION**.

#### For further details please contact:

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