About Postgraduate Commonwealth Supported Equity Places

As part of its equity plan, RMIT University is offering a number of equity places for students in postgraduate coursework programs, to assist successful applicants from designated equity groups who have traditionally been disadvantaged in their access to education (see criteria below). These places are available to both full-time and part-time students who are beginning a postgraduate coursework program.

Benefits of this scheme

Commonwealth Supported Equity Places are not full-fee places. Instead of paying full fees, the Postgraduate Commonwealth Supported Equity Place allows you to complete your program in a Commonwealth Supported Place. Depending on the program of study, the Equity Place represents a fee reduction of up to 50% per annum compared to the cost of a full-fee place. Please note that Federal Government changes to Commonwealth Supported Places from 2005 require new students on permanent residency visas and New Zealand citizens to pay their student contribution amount (tuition fees) upfront. Detailed information on the Commonwealth Supported Places can be obtained from http://www.rmit.edu.au/programs/fees/highered/css and http://www.goingtouni.gov.au

Your financial obligations

If you are awarded a Postgraduate Commonwealth Supported Equity Place, you pay a student contribution, with the amount determined by the Student Contribution Band your courses are in. In 2005, the equivalent full-time, full-year student contribution was between $3,847 and $8,018, depending on the program. Most RMIT University postgraduate programs fell within the $3,847-$6,849 range for one full year of the program. In 2005, all postgraduate students were required to pay an additional Compulsory Non-Academic (CNA) fee that was a maximum of $360.

Duration

The Commonwealth Supported Equity Place is available for the minimum number of credit points necessary to complete the qualification. Retention of the Commonwealth Supported Equity Place will be subject to the University’s normal procedures regarding satisfactory progress. The place is not transferable to any other program, or any other level of the program. (for example, if you enrol in the Graduate Certificate level of a program, and then want to apply for the Graduate Diploma or Masters level of the same program, you will need to re-apply for a Commonwealth Supported Equity Place).

Eligibility Criteria

Applicants for a Postgraduate Commonwealth Supported Equity Place must satisfy the mandatory criteria and one or more of the equity criteria in the categories listed below:

Mandatory criteria

Applicants must:

1. Be an Australian or New Zealand citizen or the holder of an Australian Permanent Humanitarian Visa (PHV) or a permanent resident of Australia. (Please note that citizenship is checked at enrolment and that international students are not eligible for this scheme.)
2. Satisfy the admission requirements for the postgraduate coursework program for which they have made a direct application.
3. Not be a recent graduate of an equivalent postgraduate program i.e. not completed a program at the same level of qualification in the last two years.

Equity criteria

In addition, applicants must provide evidence relevant to the equity categories under which they are applying. The applicant categories are:

1. Holder of a current Pensioner Concession Card or Health Care Card and/or
2. Indigenous Australian
3. Disability or long term medical condition
4. Women applying for programs in non-traditional areas (Engineering and Applied Science)
5. Retraining or upgrading qualifications after a retrenchment or a period of unemployment or precarious employment
6. Retraining or upgrading qualifications after a period of child rearing or family responsibilities
7. Low socio-economic status
8. Recent migrant on a low income.
How to Apply

Complete the attached Postgraduate Commonwealth Supported Equity Place Application Form, attach required documentary evidence and forward the application to the Office for Prospective Students. You must also submit a separate RMIT University Direct Application Form to apply for entry into the program you wish to study. If you have already submitted this form to the Office for Prospective Students, quote your Application Number on the attached form where indicated in Section 1. This number is on the top left-hand corner of your acknowledgement letter.

Applications submitted without the required documentary evidence will not be considered.

Verification of supporting documents

You must provide copies of the appropriate documentary evidence for your application to be considered. Copies of academic results and official documents must be certified as being true and correct copies of the originals by either the issuing body or by those people qualified to accept a statutory declaration, e.g. police, chemists, doctors, town clerks, accountants, etc. Do not submit original documents. Please note that this application and any supplementary documentation will become the property of RMIT University and will not be returned.

Closing dates

10 November 2005 for commencement in Semester 1 2006.

Please note that late applications will only be considered if there are still places available after the assessment of all timely applications. Please also note that your application for the Commonwealth Supported Equity Place is independent of, and does not affect, your application for entry into an RMIT University Program.

The selection process

The Admissions Office will send you a letter acknowledging receipt of your Postgraduate Commonwealth Supported Equity Place application. Ineligible applicants will be notified of their ineligibility. Eligible applicants’ forms are held until the program application decisions are made. Equity Place applications will then be considered and applicants informed of the decision by letter.

Checklist for Applicants

<table>
<thead>
<tr>
<th>CHECK</th>
<th>EVIDENCE / ACTION</th>
<th>TICK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Applicants</strong></td>
<td><strong>If you have answered yes to Question</strong></td>
<td></td>
</tr>
<tr>
<td>4.1: Commonwealth Concession Card</td>
<td>Please attach a certified copy of your current Health Care Card or Pensioner Concession Card.</td>
<td></td>
</tr>
<tr>
<td>4.2: Indigenous Australian</td>
<td>Do you need to attach the contact details of an Aboriginal Community Agency or Elder?</td>
<td></td>
</tr>
<tr>
<td>4.3: Disability or long-term medical condition</td>
<td>Do you need to attach a certified copy of a medical or psychological report from your Health Care Provider?</td>
<td></td>
</tr>
<tr>
<td>4.5: Applicants who wish to retrain or upgrade qualifications</td>
<td>Have you attached evidence relating to your situation, such as letters from employers, evidence of child support, etc?</td>
<td></td>
</tr>
</tbody>
</table>

**All Applicants** Please check

5: Education
Have you provided certified copies of your academic results?
Have you attached your résumé?

6: Applicant statement
Have you completed the applicant statement?

8: Applicant declaration
Have you signed the applicant declaration?

Please tear off and retain this information sheet.
### 1. Program Details

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Code</th>
<th>Plan Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Program Level</th>
<th>Graduate Certificate</th>
<th>Graduate Diploma</th>
<th>Masters by Coursework</th>
<th>Doctorate by Coursework</th>
</tr>
</thead>
</table>

PROGRAM APPLICATION NO. (if known)  

RMIT STUDENT NUMBER? if previous/current RMIT student

NB: You must also complete a RMIT University 2006 Direct Application Form for a postgraduate coursework program. If you have already submitted this form, and have received an application acknowledgement letter from the Admissions Office, please quote your Application Number on this form.

### 2. Personal Details

**Personal Details**

<table>
<thead>
<tr>
<th>Title</th>
<th>Family Name/Surname</th>
<th>Date of Birth</th>
<th>Gender (M/F)</th>
<th>Given Names</th>
</tr>
</thead>
</table>

**Contact Information**

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City/Suburb</th>
<th>State</th>
<th>Country</th>
<th>Postcode</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Home telephone</th>
<th>Alternative telephone</th>
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<table>
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<tr>
<th>Email address</th>
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</table>

Office Use Only

Date Received

Number of equity criteria met

Applicant contacted on ………/………/ 2006

CSP Place Awarded

Please advise the Office for Prospective Students in writing immediately if you change your address or contact details. Write to “OPS, GPO Box 2476V, Melbourne VIC 3001”.

### 3. Employment Status

<table>
<thead>
<tr>
<th>Employed full-time</th>
<th>Employed part-time/casual</th>
<th>Unemployed</th>
<th>Other – eg voluntary</th>
</tr>
</thead>
</table>

Have you been absent from the workforce for two or more years and want to retrain?  

Yes  

No

All applicants should attach a current résumé.
4. Eligibility

4.1 Commonwealth Concession Card
Do you hold a current Health Care Card or Pensioner Concession Card? Yes ☐ No ☐
If yes, please attach a certified copy.

4.2 Indigenous Australian
Are you an indigenous Australian? Yes ☐ No ☐
If you do not hold a Commonwealth Concession card, or it does not clearly indicate that you are an indigenous Australian, please attach the contact details of supporting Aboriginal Community Agency or Elder.

4.3 Disability or long-term medical condition
Do you have a disability or long-term medical condition? Please indicate the type of disability. Physical, Learning, Chronic medical, Intellectual, Mental health, or Sensory.
Disability type: _______________________
If you do not hold a Commonwealth Concession card, or it does not clearly indicate that you have a disability, please attach a statement of support from the relevant health care professional involved in the care and/or maintenance of the condition.

4.4 Women applying for study in non-traditional areas
Yes ☐ No ☐
Please indicate area of study: Engineering ☐ Applied Science ☐

4.5 Applicants who wish to retrain or upgrade qualifications after:
(Please indicate which category)
Child rearing and family responsibilities ☐
Precarious employment (such as part-time, on-call, casual, temporary, self-employed and contract jobs or industry undergoing restructure) ☐
Retrenchment ☐
Unemployed for the last six months or more than 12 months of the last 36 months ☐
Please attach your resume and any supporting evidence relating to your situation, such as letters from employers, evidence of child support, etc. (Please note that copies of official documents must be certified).

4.6 Low socio-economic status
Yes ☐ No ☐
If you do not hold a Commonwealth Concession Card, please provide proof of family income for the financial year 2004-5.

4.7 Recent migrant on a low income
Yes ☐ No ☐
If yes, what was the year of your arrival? _______ _______ _______ _______
Please provide a certified copy of the relevant citizenship papers. If you do not hold a Commonwealth Concession Card, please provide proof of family income for the financial year 2004-5.

5. Education

Year completed last formal qualification _______ _______ _______ _______
Name of qualification _______________________
Name of institution _______________________
Are you 25 years or older and seeking to upgrade your qualifications? Yes ☐ No ☐
Documentary evidence required: Certified copies of academic results.

6. Applicant Statement
Provide any other information and attach other supporting documentation (e.g. résumé) which supports your application for a Postgraduate Commonwealth Supported Equity Place.
7. Privacy Statement

RMIT University is providing you with this notice because the University has sought personal information about you.

Primarily, the University needs this information so that it can fully and properly administer your enrolment in accordance with its policies and procedures. Sometimes your information may also be used for related purposes such as:

- to advise you of career opportunities or future courses that may be of interest to you and
- following graduation, to advise you of events or alumni activities.

The University needs this information so that it can fully and properly administer your enrolment in accordance with its policies and procedures. RMIT is required under law to collect and report enrolment details to state and federal government agencies that include the federal Department of Education, Science and Training; the Victorian Department of Education and Training; Centrelink; Department of Immigration, and Indigenous Affairs; Australian Taxation Office. Student data may also be accessed for conducting duly authorised research. In such instances the identity of individuals will not be disclosed in any resulting report or publication unless specifically authorised by the individual concerned. For bulk mailing services or debt collection, information is released to external agencies which are required to provide the same privacy safeguards as RMIT.

The information requested must be supplied. Please note that failure to do so, or to supply only part or it, may result in RMIT not being able to properly administer your enrolment, and you may not receive information and correspondence important to your studies. Supply of incomplete, misleading, or false information may result in the cancellation of your enrolment.

You have the right to request access to and/or correct any personal information concerning you held by the University. Routine corrections, changes and enquiries regarding your application should be submitted in writing to your Portfolio/School Student Administration Office, or through the RMIT Hubs on the Bundoora, City and Brunswick campuses. Any other requests for access may require a formal application under the Freedom of Information Act 1982. Such requests should be directed in writing to the Academic Register, GPO Box 2476V, Melbourne VIC 3001. This information is being collected and will be held by the Academic Register.

8. Applicant Declaration

I declare that to the best of my knowledge, the information supplied in this application form and any supporting documentation or materials is correct and complete. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of any offer or enrolment by RMIT University. I confirm that I have read and understood the application and accept the conditions of the application. I further understand that submission of an application to RMIT University does not guarantee the offer of an equity place.

This application is not valid unless signed and dated.

| Signature | Date |

If you are completing and submitting this form on behalf of the applicant, please write your name and attach a copy of a proxy document confirming that the applicant has given you authority to act on their behalf.

Proxy name: _________________________________

Please note that no responsibility will be accepted for forms and/or supplementary documentation submitted to other offices or for postal delays. Please note that this application and any supplementary documentation will become the property of RMIT University and will not be returned.

Return this form and supporting documentation, by the closing date to:

Mailing Address:
Office for Prospective Students
RMIT University
GPO Box 2476V
Melbourne Victoria 3001

Or hand deliver to:
Office for Prospective Students
RMIT University
Ground Floor, Building 15
City Campus
(enter from 124 LaTrobe Street, Melbourne)