

Instructions for Special Admission Scheme (SAS)

Introduction

Southern Cross University has policies to ensure educational opportunities are available to all sections of the community without discrimination. The Special Admission Scheme is designed to assist applicants with good academic potential who have experienced long-term educational disadvantage and who may not otherwise gain admission to the undergraduate course of their choice.

Who is eligible to apply?

To be eligible for consideration under the Special Admission Scheme for admissions you must:

- Be an Australian citizen, a New Zealand citizen, or a permanent resident of Australia, or holder of a permanent humanitarian visa
- Have experienced educational disadvantage during Years 11 and/or 12 or equivalent.
- Only use this form if you are applying for Direct Admission using the Direct Application for Admission Form.

Exceptions

- **International applicants:**
You are not eligible to apply if you are an international fee-paying applicant.
- **Tertiary Study:**
You are not eligible to apply if you are currently undertaking or have previously undertaken tertiary study. (Tertiary Study includes diploma, advanced diploma, degree or higher level studies, undertaken either in Australia or overseas).
- **Australian Aboriginal or Torres Strait Islander applicants**
If you are an Australian Aboriginal or Torres Strait Islander and have Southern Cross University listed as a preference, you will be invited to attend a Testing and Assessment Program conducted by the Gnibi College and the Indigenous Student Support and Access Centre (ISSAC). Any previous educational disadvantage will be taken into account through the program, you do not have to submit an application under the Special Admission Scheme. Each applicant will be considered individually.
If you have experienced educational disadvantage(s) described in Table 1 and you do not wish to, or are unable to participate in the Testing and Assessment Program, you are eligible for consideration under the Special Admission Scheme for disadvantage experienced during years 11 and/or 12 or equivalent.
Contact Gnibi College on 1800 816 676 (freecall) for advice about admissions.

How the scheme operates

Your application form will be assessed. If you have successfully established your educational disadvantage you will have a bonus added to your admission rank for all SCU applications or preferences. You will then be considered for admission to your course preference/s on the basis of your adjusted admission rank.

Deferment

You can apply to defer whether or not your offer was based on the Special Admission Scheme.

Types of disadvantage – eligibility criteria

You may be eligible for consideration under the Special Admission Scheme if your academic performance has been seriously affected by one or more of the disadvantages listed in *Table 1 Types of Disadvantages* attached.

The University does not have any additional eligibility criteria.

Minimum UAI requirements

There is no minimum UAI requirement to be eligible for consideration under the Special Admission Scheme. The scheme is open to all applicants, including those without a UAI.

On-going help

Students admitted on the basis of the Special Admission Scheme can receive additional help throughout their studies at Southern Cross University. Some of the support services include:

- A counselling service
- On-campus and off-campus accommodation services
- A careers advisory service
- A learning assistance unit which conducts study workshops
- A liaison person for students with disabilities
- A support centre for international students
- Medical and dental service.

Closing date for applications

Closing date for applications to Southern Cross University for first semester is the last working day in November. Closing date for applications for second semester is the last working day in May.

Remember to submit your application for tertiary study before you submit your Special Admission Scheme Form.

Enquiries

By post

The Admission Manager, Southern Cross University
PO Box 157, LISMORE NSW 2480

Telephone: Application Hotline 1800 626 481

Fax: (02) 6622 4341

Email: admissions@scu.edu.au

Visit in person

Student Services, Military Road, EAST LISMORE NSW 2480

Internet

www.scu.edu.au (university home page)

Instructions for filling in your Special Admission Scheme Form

Before you start:

- Submit your application for tertiary study to UAC for internal (on-campus) study or the Direct Application for Admission to SCU for external (by correspondence) study before you submit your Special Admissions Scheme Form.
- Have these instructions and the Special Admission Scheme form open alongside each other.
- When you fill in the form print clearly in BLOCK LETTERS and use a black/dark blue pen.
- Staple all supporting documentation/information to your form.

1. Personal details

Complete all parts – Name, Address, Daytime telephone number, Date of birth, Name of school (Year 12 applicants only), How did you apply for University study.

Note: If you change your postal address notify SCU immediately in writing. This will ensure you receive any important correspondence from SCU.

2. Educational disadvantage

Write the ED code/s from Table 1 (which starts on page 4 of these Instructions) which best describe/s the reasons for your educational disadvantage; you must include at least one code.

3. Declaration

Sign and date your Special Admission Scheme application; if you do not sign the form your application will not be processed.

4. Personal statement

The Personal Statement must be completed by the applicant in their own words. If not completed and signed by the applicant the application will not be assessed.

- Read Table 1 Types of disadvantage which gives guidelines about the essential information you need to include in your Personal Statement for each ED code.
- Include the period of disadvantage.
- Be precise and print clearly using a black/dark blue pen.
- Make sure you are describing the type/s of disadvantage that you have included in Section 4 of this form.
- Provide all necessary correctly verified documents required for each specific type of disadvantage as described in Table 1, which begins on page 4 of these Instructions.
- Personally sign and date the statement.

* If exceptional circumstances exist which make it impossible for the applicant to complete their own Personal Statement, a statement must be included with the application to explain those circumstances.

5. Confidential statement of support

You must arrange for the Confidential statement of support to be completed.

- If you are a 2004 Year 12 student it is preferable that this statement be completed by your school/college principal, counsellor, year adviser or careers adviser.
- The statement must be completed and signed by a responsible person in the community, who can verify what you have written and support your case (for example a doctor, lawyer, social worker, religious or community leader).

- The responsible person must explain how the educational disadvantage you have experienced has affected your educational performance.
- The responsible person who completes this statement must provide information for both parts – Educational disadvantage/s and Details of responsible person and where appropriate should include information about your level of educational performance prior to the event.
- The responsible person must complete the Impact section.
- The responsible person must not be related to you.
- The Confidential statement of support and the Medical statement of support must not be completed by the same person.
- Your Special Admissions Scheme form may not be assessed if the Confidential statement of support is not completed.

6. Medical statement of support

You must arrange for the Medical statement of support to be completed if you have entered the ED code PO1A in your Special Admissions Scheme application.

- The statement must be completed and signed by a medical practitioner, psychologist, or specialist who is familiar with your circumstances, and who can provide information on the disability/medical condition and its effect on your educational performance.
- The person who completes the Medical statement must provide information for all three parts of the Medical statement – Medical condition, Effect on studies, and Details of health professionals and must complete the Impact section.
- The health professional must not be related to you.
- The Medical statement of support and the Confidential statement of support must not be completed by the same person.
- Your Special Admissions Scheme application may not be assessed if you have entered code PO1A and the Medical statement of support is not completed.

Make sure that the person who completed this statement has read the relevant parts in these Instructions, especially Table 1 Types of disadvantage.

Documentation

- You must supply documentary evidence where requested in Table 1 Types of disadvantage to support disadvantage/s claimed.
- Send verified copies of documents. See page 3 of these instructions.
- If you don't supply complete and correctly verified documentation your Special Admission Scheme application will not be assessed.

SCU does not return documents. Do not send originals. Send only verified copies. However, you must be prepared to provide original documents if we ask for them.



Who can verify copies for you?

You can have your documents verified by someone who belongs to one of the categories listed below. The categories depend on whether you are having your documents verified in Australia or overseas – check carefully which categories apply to you. The person who verifies your document/s must be contactable by telephone during normal working hours. You cannot verify your own documents, even if you belong to one of the categories listed below.

How should the authorised officer verify each document?

She or he must:

- Write “*This is a true copy of the original document sighted by me.*”
- Sign it.

And print the following details:

- Name
- Address
- Contact telephone number
- Profession or occupation or organisation
- Date verified

And include the official stamp or seal of the verifier’s organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print:

- Their registration number
- The state in which they are registered as a Justice of the Peace.

a) Documents verified in AUSTRALIA

A Justice of the Peace with a registration number. Copies verified by a Justice of the Peace without a registration number will NOT be accepted.

Anyone who is currently employed as:

- An accountant – member of the Institute of Chartered Accountants in Australia, or the Australian Society of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents
- A bank manager, but not a manager of a bank travel centre
- A credit union branch manager
- A commissioner for declarations
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant and above
- A postal manager
- A principal of an Australian secondary college, high school of primary school

An authorised officer at:

- The Admissions Office or Student Services Office at any Australian University
- The Administration Office at any TAFE college
- Universities Admissions Centre, Queensland Tertiary Admissions Centre, Victorian Tertiary Admissions Centre, South Australian Tertiary Admissions Centre, Tertiary Institution Services Centre (WA)
- The official records department of the institution that originally issued the document/s

b) Documents verified OVERSEAS

- the official records department of the institution that originally issued the document/s
- An Australian overseas diplomatic mission and Australian Educational Centres.

Overseas documents – general

If you have documents from overseas in a language other than English, you must supply verified copies of the following:

- The original language transcript of these documents
- An English translation of these documents.

The translation must be from one of the following organisations (*Translations made by the issuing institution may not be acceptable*)

- Community Relations Commission for Multicultural New South Wales
Level 8 Stockland House
175 Castlereagh St, Sydney NSW 2000
Telephone: 1300 651 500 (Tollfree)
Internet: www.crc.nsw.gov.au

For Wollongong and Newcastle addresses call the Tollfree number listed above.

- National Accreditation Authority for Translators & Interpreters (NAATI)
Telephone: 02 9267 1357
Internet: www.naati.com.au

NAATI qualified freelance or private agency translators must have been accredited as at least a professional ‘translator’ (formally known as Level 3); translated documents must display official NAATI stamp provided to qualified translators.

For listings of NAATI accredited translators available throughout Australia and some overseas locations, check the Practitioners Directory at www.naati.com.au

- Interstate office of either the Ethnic Affairs Commission or the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA)
- Australian Diplomatic Missions and Australian Educational Centres
- Some major banks; you will need to check with specific banks.

Copies translated by any other sources will NOT be accepted.

Before you submit your Special Admission Scheme application

- Check that you have attached all relevant documents to your Special Admission Scheme application
- Check that you have kept a copy of your Special Admission Scheme application form and documents.

Table 1. Types of Disadvantage

DISRUPTED SCHOOLING <i>Important: You can only list one ED code from the Disrupted Schooling category</i>			
ED code	Eligibility You may be eligible if during Year 11 and/or 12 or equivalent, for reasons beyond your control, your schooling has been disrupted; this may be due to one of the following reasons:	Personal statement You need to include the following in your Personal statement:	Documentation You need to provide documents that support your application:
D01A	You attended 3 or more different secondary schools during Years 10, 11 and 12. This does not include moving from junior school to senior school.	<ul style="list-style-type: none"> Details of the disruption to your schooling, including the schools you attended during Years 10, 11 and 12 and the period you attended each school. 	<ul style="list-style-type: none"> A statement from each school you have attended confirming the period you attended the school; and school statements must be on school letterhead and must be signed by the principal or another senior person at the school.
D01B	You have English as your first language and you started school in Australia after the beginning of Year 11.	<ul style="list-style-type: none"> Details of the disruption to your schooling, including the date you arrived in Australia, the school/s you have attended and the period/s attended; and The country in which you undertook your secondary education before coming to Australia. 	<ul style="list-style-type: none"> Attach a verified copy of your passport indicating date of entry to Australia, or A movement record immigration document indicating date of arrival in Australia; and A statement from your school confirming the period you have been attending the school; and The school statement must be on school letterhead and must be signed by the principal or another senior person at the school.
D01C	You moved interstate after the beginning of Year 11.	<ul style="list-style-type: none"> Details of the disruption to your schooling, including details of secondary schools you have attended since the beginning of Year 10 (school, State/Territory and period attended) 	<ul style="list-style-type: none"> A statement from each school you have attended confirming the period you attended the school; and School statements must be on school letterhead and must be signed by the principal or another senior person at the school.
D01D	You have missed long periods of secondary schooling for other than medical reasons (this does not include student exchange programs.) <i>Note: ED code P01A covers personal illness/disability educational disadvantage.</i>	<ul style="list-style-type: none"> Details of the disruption to your schooling, explaining why you missed long periods of school; and The periods you missed school, including the school year. 	<ul style="list-style-type: none"> A statement from your school confirming the periods you have missed school; and School statements must be on school letterhead and must be signed by the principal or another senior person at the school.
D01E	You have missed periods of secondary school or experienced severe interruptions to studies due to refugee status.	<ul style="list-style-type: none"> Details of the disruption to your schooling, its duration, and the school years involved. 	<ul style="list-style-type: none"> A verified copy of your visa showing refugee status; or Document for travel to Australia.

FINANCIAL HARDSHIP <i>Important: You can only list one ED code from the Financial Hardship category</i>			
ED code	Eligibility You may be eligible if during Year 11 and/or 12 or equivalent you received an income support payment:	Personal statement For F01A and F01B, you need to include the following in your Personal statement:	Documentation For F01A and F01B, you need to provide Centrelink documentation that supports your application and that shows:
F01A F01B	Youth Allowance/Austudy/Abstudy Other Centrelink income and asset tested entitlements: this does not include Family payments. All Centrelink documentation must be in your name. <i>If you stop receiving Youth Allowance/other Centrelink benefit you must notify SCU immediately with your updated information.</i>	For codes F01A and F01B: <ul style="list-style-type: none"> Types of entitlement you are receiving, for example <ul style="list-style-type: none"> Youth Allowance/Austudy/Abstudy Disability Support Pension; and Period for which you have received the entitlement. 	For codes F01A and F01B: <ul style="list-style-type: none"> The type of entitlement that you are receiving; and The period for which you have received the entitlement; and The amount you receive each fortnight. Examples of documents issued by Centrelink that include this information are: <ul style="list-style-type: none"> <i>Centrelink Income Statement.</i> You must visit a Centrelink Customer Service Centre in person to obtain this document; or Group certificates for 2003 and 2004; or Notice of Assessment (both sides).
ED code	Eligibility You may be eligible if you have experienced:	Personal statement For F01C, you need to include the following in your Personal statement:	Documentation For F01C, you need to provide documents that support your application:
F01C	Exceptional financial circumstances. <i>The Commonwealth Government (via Centrelink) is responsible for the assessment of individuals' financial entitlements. In general you will only be considered as having experienced financial hardship if you are receiving Centrelink benefits. F01C is for a very small number of applicants who have experienced exceptional financial circumstances but who are not in receipt of Centrelink benefits. This does not include applicants whose family income is above the threshold for eligibility for Centrelink benefits. Remember, you cannot list F01C if you have listed F01A or F01B.</i>	<ul style="list-style-type: none"> Description of the exceptional financial circumstances you and/or your family have experienced; and Period of the exceptional financial circumstances; and How your exceptional financial circumstances have affected your educational performance. 	The documents you need to provide will depend on your circumstances. For example, in the case of bankruptcy, documentation could include a letter from a solicitor or relevant court documents. Or in the case of low income, documentation could include Australian Tax Office <i>Notice of Assessment</i> and a copy of your family Health Care Card if you have one.

HOME ENVIRONMENT AND RESPONSIBILITIES - Severe family disruption			
ED code	Eligibility You may be eligible if during Year 11 and/or Year 12 or equivalent, conditions in your home have been severely disrupted by an event such as:	Personal statement You need to include the following in your Personal statement:	Documentation You need to provide documents that support your application:
H01A	Death of an immediate family member or death of a close friend in Years 11 or 12.	<ul style="list-style-type: none"> Date of death; and The nature of your relationship with the deceased; and The effect on your home environment and you personally; and How this has affected your educational performance; and If the person suffered a period of illness and/or disability, include that information (duration, school years involved). 	<ul style="list-style-type: none"> A verified copy of the death certificate or funeral notice; and A statement from your school that gives details of disruption to your learning; and The statement must be on school letterhead and must be signed by the principal or another senior person at the school.

HOME ENVIRONMENT AND RESPONSIBILITES - Severe family disruption (continued)			
ED code	Eligibility You may be eligible if during Year 11 and/or Year 12 or equivalent, conditions in your home have been severely disrupted by an event such as:	Personal statement You need to include the following in your Personal statement:	Documentation You need to provide documents that support your application:
H01B	Diagnosis of life-threatening illness or very severe illness/disability of immediate family member.	<ul style="list-style-type: none"> Your relationship to the person with the illness/disability; and Duration of illness/disability and the school years involved; and The effect on your home environment; and How this has affected your educational performance. 	<ul style="list-style-type: none"> A medical certificate/report giving full details of the length of the illness and its severity; include information about treatment, medication, hospitalisation; and A statement from your school that gives details of disruption to your learning; and The statement must be on school letterhead and must be signed by the principal or another senior person at the school.
H01C	Divorce or separation of parents or applicant during Years 11 and/or Year 12 or equivalent.	<ul style="list-style-type: none"> Details of period of family upheaval, including its duration and the school years involved; and The effect on your home environment; and How this has affected your educational performance. 	<ul style="list-style-type: none"> A verified copy of divorce papers or legal proceedings or other appropriate supporting documents to verify your claim. We cannot assess your circumstances without documentation.
H01D	Criminal proceedings You cannot list Criminal proceedings for offences for which you have been convicted, or traffic/parking infringements.	<ul style="list-style-type: none"> Details of the type of criminal proceedings, the duration of proceedings and who the criminal proceedings are/were directed against; and The effect on your home environment; and How this has affected your educational performance. 	<ul style="list-style-type: none"> Copy of legal proceedings or other appropriate documents, eg. Police Facts Sheet, Charge Sheets, Bail Undertakings.

HOME ENVIRONMENT AND RESPONSIBILITES - Adverse study conditions			
ED Code	Eligibility You may be eligible if during Year 11 and/or Year 12 or equivalent, you can demonstrate the existence of long term adverse study conditions; these may include:	Personal statement You need to include the following in your Personal statement:	Documentation You need to provide documents that support your application:
H02A	Crowded living conditions.	Accommodation details including: <ul style="list-style-type: none"> The number of rooms in the house; and What they are used for, by whom and when; and The number of adults, and the number and ages of the other children living in the house; and If you share a bedroom, state with whom; and Period you have been living in these conditions and the school years involved; and How these conditions have affected your educational performance. 	<ul style="list-style-type: none"> Floor plan of home, with measurements. Acceptable – Hand sketched floor plan is acceptable provided in includes measurements. Not acceptable – Strata title plans of units and land title deeds for houses are not acceptable.
H02B	Significant and deliberate interference to studies by family members.	<ul style="list-style-type: none"> Details of the interference you have experienced, with specific examples; and Period you have been experiencing this interference and the school years involved; and How the interference has affected your educational performance. 	<ul style="list-style-type: none"> Confidential statement of support should clearly describe the interference you have experienced and explain how it has affected your studies.

HOME ENVIRONMENT AND RESPONSIBILITES - Excessive family responsibilities			
ED Code	Eligibility You may be eligible if during Year 11 and/or Year 12 or equivalent, you have had:	Personal statement You need to include the following in your Personal statement:	Documentation You need to provide documents that support your application:
H03A	Excessive home or family responsibility including care of children and/or other family members.	<ul style="list-style-type: none"> Details of the exact responsibilities involved, including who you have care of and their relationship to you; and Number of hours these responsibilities take each week; and The period you have had these responsibilities and the school years involved; and Details of support you have from friends, family, neighbours or an agency; and How these responsibilities have affected your educational performance. 	<ul style="list-style-type: none"> In addition to the Confidential statement of support you may include additional statements from responsible people (for example, doctor, lawyer, social worker, religious or community leader). They must be aware of your need to undertake excessive home or family responsibilities and be able to explain how this necessity has impacted on your educational performance.
H03B	Work requirements to support family and/or responsibility to work in family business.	<ul style="list-style-type: none"> The reasons you have to work; and The number of hours you work each week; and The type of work you do; and The period you have had these responsibilities and the school years involved; and How your work requirements have affected your educational performance. 	<ul style="list-style-type: none"> Statement of service from your employer/s on company letterhead, stating: <ul style="list-style-type: none"> Job title Period employed including start date (and end date if no longer employed) Average number of hours worked per week. Note: If you work in a family business you will need to provide independent verification of your work requirements (eg. business accountant); and In addition to the <i>Confidential statement of support</i> you may include additional statements from responsible people (for example, doctor, lawyer, social worker, religious or community leader). They must be aware of your need to work and be able to explain how this necessity has impacted on your educational performance.

HOME ENVIRONMENT AND RESPONSIBILITES - Abuse to applicant, parents or sisters/brothers			
ED Code	Eligibility You may be eligible if during Year 11 and/or Year 12 or equivalent:	Personal statement You need to include the following in your Personal statement:	Documentation You need to provide documents that support your application:
H04A	You, or your parents, or any of your sisters/brothers have experienced abuse. This could include abuse in terms of extreme physical or verbal torment experienced at school.	<ul style="list-style-type: none"> Details of abusive situation including duration of the abuse and the school years involved; and Details of any absences from school because of the abusive situation; and How this abusive situation has affected your educational performance 	<ul style="list-style-type: none"> Medical certificates/reports giving full details of the abuse, its duration and its severity, information about treatment, medication, hospitalisation; and A statement from your school that gives details of any absences from school and/or any disruption to your learning; and The statement must be on school letterhead and must be signed by the principal or other senior person at the school. A verified copy of any legal proceedings (eg. Apprehended Violence Order, Police Record of Interview) if appropriate.

ENGLISH LANGUAGE DIFFICULTY *Important: You can only list one ED code from the English Language difficulty category*

ED Code	Eligibility You may be eligible:	Personal statement You need to include the following in your Personal statement:	Documentation You need to provide documents that support your application:
L01A	If you have come direct to Australia from a non-English speaking country and you began your education in an Australian school in Year 11 and/or 12 or equivalent.	<ul style="list-style-type: none"> The country and the language in which you undertook your secondary education before coming to Australia; and Details of ESL (English as a Second Language) support that you receive, for example, at school or outside of school, hours per week, period you have been receiving this; and How your move to the Australian education system has affected your school performance. 	<ul style="list-style-type: none"> A verified copy of your initial immigration visa and/or an Intensive English Centre Statement of Attendance. If your current residency status is different from that specified on your initial immigration visa you must provide verified copies of both visas with your application; and A statement from your current school that states the period you have been attending the school; and The statement must be on school letterhead and must be signed by the principal or other senior person at the school.
L01B	If you have come direct to Australia from a non-English speaking country and began your education in an Australian school in Year 7 or later, and English is not the language spoken at home.	<ul style="list-style-type: none"> The country and the language in which you undertook your education before coming to Australia; and The language spoken at home; and How the fact that English is not spoken at home has affected your educational performance. 	<ul style="list-style-type: none"> A verified copy of your initial immigration visa and/or and Intensive English Centre Statement of Attendance. If your current residency status is different from that specified on your initial immigration visa you must provide verified copies of both visas with your application; and A statement from your current school that states the period you have been attending the school; and The statement must be on school letterhead and must be signed by the principal or other senior person at the school.

PERSONAL ILLNESS/DISABILITY

ED Code	Eligibility You may be eligible if during Year 11 and/or Year 12 or equivalent:	Personal statement You need to include the following in your Personal statement:	Documentation You need to provide documents that support your application:
P01A	<p>You have experienced:</p> <ul style="list-style-type: none"> A severe, long-term or recurrent medical condition/illness, or A learning, physical, psychiatric or other disability. <p><i>Note: You are not eligible if you have suffered a series of minor illnesses or have an on-going minor medical condition stabilised by medication. If you are a current Year 12 student who became ill just before/during your final HSC exams, you may be eligible to submit an illness/misadventure by completing an Appeal Form available from the school principal and/or the Board of Studies.</i></p>	<ul style="list-style-type: none"> Details of your medical condition/illness/disability; and The period you have had your medical condition/illness/disability and the school years involved; and Details of any absences from school because of your medical condition/illness/disability; and How your medical condition/illness/disability has affected your educational performance. 	<ul style="list-style-type: none"> Medical certificates/reports; and Any relevant information, for example, copy of letter from Board of Studies approving application for special provisions; and A statement from your school that gives details of any absences from school; and The statement must be on school letterhead and must be signed by the principal or other senior person at the school. <p>Learning disability only:</p> <ul style="list-style-type: none"> If you have applied for and been granted special examination provisions by the NSW Board of Studies, you should provide a copy of the Board's Special Examination Provisions decision letter along with copies of any documentation submitted to the Board. If you have not applied from special examination provisions, please provide a general ability assessment (carried out by a psychologist or school counsellor), and/or literacy assessments (reading, comprehension and spelling), carried out by a Support Teacher (Learning Difficulties) or equivalent. These must have been undertaken within the last three years.

*The Medical statement of support must be completed if you have included ED Code P01A in your SAS application. The health professional who completes this statement must provide information for all three parts and must complete the Impact section. Examples of a health professional are medical practitioner, psychologist or specialist. This person must not be related to you. The Medical statement of support and the Confidential statement of support must not be completed by the same person.

SCHOOL ENVIRONMENT

ED Code	Eligibility You may be eligible if you have been attending a school as described below in S01A, S01B or S01C for the past two years. Check with your Careers Adviser/Principal:	Personal statement You need to include the following in your Personal statement:	Documentation You need to provide documents that support your application:
S01A	A school that is supported by the Priority Schools Funding Program of the NSW Department of Education and Training, or similar program.	<ul style="list-style-type: none"> Name of your school; and Period you have attended the school 	<ul style="list-style-type: none"> A statement from your school confirming your attendance at the school and the period of your enrolment; and The statement must be on school letterhead and must be signed by the principal or other senior person at the school.
S01B	A school that is supported by the Country Areas Program (CAP) of the NSW Department of Education and Training, or similar program.	<ul style="list-style-type: none"> Name of your school; and Period you have attended the school. 	<ul style="list-style-type: none"> A statement from your school confirming your attendance at the school and this period of your enrolment and the number of students in Year 12; and The statement must be on school letterhead and must be signed by the principal or other senior person at the school.
S01C	Rural school – not CAP. You must be attending a school in a town with a population of less than 10,000 people and a distance of at least 100k from the nearest centre with a population of 10,000.	<ul style="list-style-type: none"> Name of your school; and Period you have attended the school; and How attending this school has affected your educational performance. 	<p>A statement from your school, on school letterhead and signed by the principal or another senior person at the school:</p> <ul style="list-style-type: none"> Confirming your attendance at the school, the period of enrolment and the number of students in Year 12; and Verifying the population of the town in which your school is located and the distance to the nearest centre with a population of 10,000; and Describing the way in which your school's characteristics (eg. number of students in the school/year group, range of subjects available, etc) have affected your educational performance, together with a rating of this impact as not at all, slightly, moderately, considerably or a great deal.
S01D	You may be eligible if you are studying most/all of your Year 12 courses through a secondary distance education centre or an Access Program. This does not include NSW HSC distinction courses.	<ul style="list-style-type: none"> Details of your HSC program and how you are studying (eg. at school, by distance education or through an Access Program); and Reasons for your enrolment in HSC courses by distance education or through an Access Program. 	<ul style="list-style-type: none"> Your Confirmation of Entry from the Board of Studies for your 2004 HSC; and A statement from the distance education centre or the Access Program you are attending confirming your enrolment.

If you are an elite athlete or performer, you are not eligible to apply through Special Admissions Scheme on the basis of studying most/all of your Year 12 courses through a secondary distance education centre or an Access Program.

Enquiries

By post

The Admission Manager, Southern Cross University
PO Box 157, LISMORE NSW 2480

Telephone: Applications Hotline 1800 626 481 or Fax: (02) 6622 4341

Email: admissions@scu.edu.au

Visit in person

Student Services, Military Road, EAST LISMORE NSW 2480

Internet

www.scu.edu.au (university home page)



READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM

You are not eligible to apply if you are an International fee-paying applicant, an elite athlete or performer or have undertaken tertiary studies. Complete this form in conjunction with the Direct Application for Admission Form if you have experienced educational disadvantage during years 11 and /or 12 or equivalent. Refer to Page 1 of Instructions for details.

Applications and supporting documentation will be kept strictly confidential. SCU will not return the application and documents to the applicant. Please retain a copy of the application and all supporting documentation.

1 Personal Details

Name

Title	Family Name/Surname	First Given Name	Second Given Name

Address

State	Postcode	Daytime telephone number	Area Code	Telephone number

Date of Birth

Day	Month	Year

Name of School (Year 12 applicants only)

How did you apply for University study? UAC QTAC Direct to SCU

2 Educational Disadvantage (ED)

Write your ED code(s) from Table 1 in the SAS Instructions and indicate Y/N next to each code if you have attached verified documents.

ED Codes	Y/N	ED Codes	Y/N	
				Uni use only

3 Declaration and Authority

All applicants to complete

Read and Sign the following declaration.

The personal information you provide on this form is protected by the New South Wales Privacy and Personal Information Protection Act 1998 and the health information is protected by the Health Records and Information Privacy Act 2002.

- I declare that I have read the instructions and that all the information submitted is correct and complete and I accept the conditions of application.
- I consent to the terms and conditions set out in the instructions for the Special Admission Scheme in respect of handling my personal information, including health information.
- I authorise the University to collect information, including information provided in this form, to assist in the assessment of my claim for consideration of educational disadvantage. The University may also use this information in assisting them to develop services and facilities for future applicants. The information will be deidentified by the University.
- Your SAS application will not be considered unless you or your authorised agent accept all conditions set out below by signing and dating this declaration.
- I authorise the University to verify any information and documents provided by me, including employment details, academic records, personal and health information.
- I understand that the University has the right to vary or cancel a SAS application and/or application for admission or an enrolment made on the basis of what the University determines to be untrue or incomplete information from any source or on the basis of an error by the relevant parties or organisations.
- I consent to the above use and disclosure of my personal, including health, information.

	/ /
Signature	Date

You must provide true and complete information in connection with your application. If you do not, your application may be cancelled. Your SAS application may not be assessed if you do not provide a Confidential statement of support. You may access your personal information, including health information to ensure that it is accurate, relevant to the purpose for which it was collected, and not misleading, incomplete or out-of-date. Your information will be stored at Student Services and will be kept for a minimum of one year then destroyed.

Return this form to: Student Services, PO Box 157, Lismore NSW 2480
 Closing date for courses beginning in First Semester is the last working day in November.
 Closing date for courses beginning in Second Semester is the last working day in May.

6 Medical Statement of Support (MSOS) Only complete if entered the ED code P01A

- to be completed by a health professional who is familiar with your condition. The MSOS must be completed if you have entered the ED code P01A in your SAS application. The health professional who completes this statement must provide information for all three parts.
- examples of a health professional are medical practitioner, psychologist, or specialist. The person must not be related to you.
- the MSOS and CSOS must not be completed by the same person.

Applicant's Surname/Family Name	First Given Name

Before you complete this statement, please read the relevant parts of the SAS Instructions, especially Table 1 Types of disadvantage.

A Medical Condition/disability

Describe the condition affecting the applicant

How long has the applicant been affected by the disability/illness? Less than 6 months 6-11 months 1-2 years more than 2 years

How many times have you seen the applicant during the past two years about his/her disability/illness?

B Effect on studies

State any medication the applicant is using and the effect this is likely to have had on his/her studies

Comment on other ways in which the applicant's disability/illness may have affected his/her ability to study.

Impact: What has been the impact of the disadvantage/s on the applicant's educational performance?

Not at all Slightly Moderately Considerably A great deal

C Details of health professional (for example, a medical practitioner, psychologist or specialist, who is not related to you)

Name (print) _____

Position/Occupation _____ Reg/Provider No. _____

Name of Organisation (if applicable) _____

Telephone _____ Fax _____

Signature _____ Date / /