



The Special Consideration for Admission scheme is not a substitute or alternative pathway to enter University; rather it is a complementary program looking at addressing educational disadvantage, taking into account circumstances that may have impacted on a person's ability to perform well educationally. Students must also apply for their course in the usual manner.

EDUCATIONAL DISADVANTAGE

The university recognises that there are people in the community who for reasons beyond their control such as those related to their finances, adverse study conditions, family trauma, moving school, and so on, have not been able to compete equally during their education. An educational disadvantage is considered to be a factor, or number of factors, that may have impacted negatively upon your preparation for university study. Access schemes take into consideration these educational disadvantages.

ELIGIBILITY

To be eligible to apply for special consideration for admission an applicant must:

- be an Australian or New Zealand citizen, a permanent resident or the holder of a permanent humanitarian visa; and
- have had their *education* in preparation for university entrance affected beyond their control; and
- never previously undertaken university study (not including tertiary preparation courses); and
- not have lodged an appeal with the Board of Studies (NSW) or been granted consideration under the VCE (Victoria) due to illness or misadventure experienced during preparation or sitting of senior secondary examinations.

NB. This scheme is for undergraduate students only and not for postgraduate students. Policing courses have their own enabling program.

INDIGENOUS STUDENTS

Students applying through the CSU Koori Admissions Program (KAP) do not need to lodge this form. Their individual circumstances will be taken into account through the KAP Program.

HOW DOES THE SCHEME WORK?

CSU does not set aside access scheme places but instead uses the assessment information to give applicants bonus points. This means that an applicant's selection rank (eg their ATAR) is increased and they compete with all other applicants for a place in the course on the basis of academic merit. The allocation of bonus points does not guarantee entry to CSU or to the applicant's preferred course; applicants must meet the published cut-off for the course they are applying to.

Example

Sally has an ATAR of 70.00. The published cut-off for her preferred course is 71.55. On the basis of Sally's Special Consideration assessment, CSU is able to give Sally a bonus of 2. Sally's adjusted selection rank for CSU is then 72.00 so she is eligible to receive an offer to the course.

NOTIFICATION

Students will automatically be notified that their application was received via their nominated e-mail address.

SUCCESS

Students are not specifically notified that they were successful via the SCA scheme rather they will be informed of the outcome of their application to a particular course.

DOCUMENTATION

Students submit the application form online but then **MUST provide originals of supporting documentation** where requested to do so. Applications with incorrect or no supporting documentation required for assessment purposes will be deemed ineligible.

CLOSING DATES

Distance Education applicants	4 weeks prior to applicable session
Elite Athlete applicants	12 th January 2010
Part time internal applicants	12 th January 2010

MAIL YOUR APPLICATION TO:

Confidential – SCA Application
Charles Sturt University
Student Equity Officer
Panorama Avenue
BATHURST NSW 2795
<http://www.csu.edu.au/division/studserv/equity/special.htm>
Phone (02) 6338 4256
E-mail equity.officer@csu.edu.au



UAC or CSU
student number

Leave blank if you do not know your number.

1. PERSONAL DETAILS

Please note – this SCA Scheme is not a substitute or alternative pathway to enter University; rather it is a complementary program looking at addressing educational disadvantage, taking into account circumstances that may have impacted on your ability to perform well educationally. **You must also apply for your course in the usual manner.**

Family name _____ Given names _____

Postal Address _____ Town / Suburb _____ Postcode _____

Home Phone No. _____ Work No. _____ Mobile No. _____

Date of Birth _____ Email address: _____

Would like email notification when your Special Consideration for Admission has been received? YES NO

Name of Course you have applied for: _____ Course code (if known): _____

Study Mode:

Part-time Distance Education Full-time



Full-time students applying through UAC should complete the Educational Access Scheme (EAS) form available via UAC website. Continue to complete this form if applying for Elite Athlete, Distance Education or Part-Time studies at CSU.

a) Have you previously studied at a university (not including tertiary preparation courses) YES NO - go to 1b)



If you answered **YES** you *may not be eligible* for this scheme. Please contact the [Student Equity Officer](#).

b) Are you an Australian citizen or New Zealand citizen? YES - go to 2) NO - go to 1c)

c) Do you hold a permanent humanitarian visa? YES - go to c) NO



If you answered **NO** you are *not eligible* for this scheme.



Supporting documentation is always required.

For each type of educational disadvantage you deem to be applicable to you, supporting documentation must be supplied. It is necessary for you to provide the documents requested to verify that you are eligible.

Applications that do not have supporting documentation will not be assessed.

2. TYPE OF EDUCATIONAL DISADVANTAGE

Please note for Section 2: Tick which category applies to your circumstance. You may indicate as many categories as necessary, however supporting documentation must be attached.

- PERSONAL ILLNESS / DISABILITY**
Long term illness, injury or disability such as: impairment to vision, hearing or speech impairment, learning disability, physical disability, mental health or psychological condition, severe long-term or recurrent medical condition and/or treatment.
Documentation: Medical certificates / reports, and a relevant health professional must complete Section 5 of this form.
- Do you give permission to release these documents to the CSU Disability Liaison Officer? YES NO
- DISRUPTED EDUCATION / SCHOOLING**
Senior schooling, or university preparation studies, disrupted for reasons beyond your control.
For example:
- Attended 3 or more secondary schools during years 10, 11, and 12
 - Moved to Australia after the start of Year 11
 - Moved interstate after the start of Year 11
 - Missed long periods of school for reasons other than medical
- Documentation:** Statement from each school or educational institution detailing absences or relocations. School statements must be on school letterhead and must be signed by the principal or other senior person at the school.
- Note: As this assessment is looking at circumstances that have impacted your ability to succeed educationally, information concerning disrupted schooling must be *less than ten years old*.
- FINANCIAL HARDSHIP**
Being in receipt of Centrelink benefits or being in financial disadvantage while completing senior schooling, or university preparation studies (*this does not include Family Tax Benefit Part A or B*). For example: Youth Allowance, Austudy, other Centrelink benefits, demonstrating financial disadvantage.
- Documentation:** Centrelink Income Statement. This is a specific document that outlines type of payment/s received, the period you have received the entitlement and the amount you receive each fortnight.
- HOME ENVIRONMENT AND RESPONSIBILITIES – SEVERE FAMILY DISRUPTION**
While completing senior schooling, or university preparation studies, family life was disrupted due to death or illness of close family member, divorce/separation, deliberate hindrance to study by family members, criminal proceedings (*not traffic infringements and not offences for which you have been convicted*) or other personal circumstances.
- Documentation Required:** Medical statements, divorce papers, death certificate, police or court documents, and a responsible person who knows you and can verify your circumstances must complete Section 4 of this form.
- ENGLISH LANGUAGE DIFFICULTY**
Note: all applicants from a Non English Speaking Background must provide evidence of minimum proficiency in English with their application to study at CSU.
- Arrived in Australia less than 10 years prior to the date of this application.
 - You are from a non-English speaking country and began your education in an Australian school in year 7 or later.
 - English is not the first language spoken at home.
- Documentation:** Verified copy of your initial immigration visa and a statement from your school or other educational centre. A supporting statement must be on the letterhead of the institution providing the supporting statement.
- SCHOOL ENVIRONMENT**
While completing senior schooling or university preparation studies you attended:
- School listed in Disadvantaged Schools Program
 - School listed in Country Areas Program (CAP)
 - Rural School not listed in CAP (The school must be located in a town with a population of less than 10,000 people and a distance of at least 100km from the nearest centre with a population of 10,000)
 - Studying most/all last years of school via distance education
- Documentation:** Statement from the educational institution confirming your attendance, number of students at facility and length of enrolment. A supporting statement must be on the letterhead of the institution providing the supporting statement.
- ELITE ATHLETE / PERFORMER (NATIONAL REPRESENTATION)**
If you are an elite athlete or performer representing your sport at **national level**, and your training and competitive commitments have significantly affected your preparation for application to the university. **Documentation:** Statement from your school or educational institution detailing absences from study for competition purposes and a statement from your coach or team manager confirming the level of competition and the required hours per day for training. Statements must be on letterhead.

Closing dates for Special Consideration for Admission

Distance Education students	4 weeks prior to applicable session
Full-time applicants applying for Elite athlete	12 th January 2010
Full-time Late Direct UAC applicants	6 th January 2010 use EAS Form
Part-time internal applicants	12 th January 2010

CHECKLIST

- All sections of the form have been completed.
- Statements of support have been completed and signed.
- Documentation for each type of disadvantage claimed have been attached.
- Application form is signed.

6. PRIVACY

Personal and health information provided for the administration of SCA scheme is protected by the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW). The information collected will only be used by authorised staff to assess eligibility and administer the SCA. Students should be aware that they provide information of their own free will.

Personal information provided by you will not be made available to any person within the University or any person or organisation outside the University for any other purpose without the student's consent, except where the University may be legally required to do so. Students may access their personal information to ensure that it is not inaccurate, irrelevant to the purpose for which it was collected, misleading, incomplete or out-of-date.

Students may also ask a Student Equity Officer to amend any of the information held about them or to add comments or explanations in relation to their information. To do any of these things students should contact one of the Student Equity Officers. Students dissatisfied with the way a Student Equity Officer has handled their personal information may apply to have the matter reviewed by lodging a formal application with the CSU Privacy Officer.

Please tick the boxes to indicate you have read and understood the statement.

- I certify that the information supplied on this form and in the accompanying documents is complete, true and correct.
- I understand that giving false or misleading information is a serious offence under the *Criminal Code*.
- I understand that incorrect information may render my SCA assessment invalid, and in such a case, the committee may revoke the SCA application and cancel my offer of admission.

You will receive notification when your Special Consideration for Admission has been received

Signed _____ Date _____

Please return this completed form and supporting documentation by mail to:

Confidential – SCA Application Form
Student Equity Officer
Charles Sturt University
Division of Student Services
Panorama Avenue
Bathurst NSW 2795