

International
Enrolment
Guide

EMBARK | **ACAP**

PSYCHOLOGY | ACAP

Psychology is the science of human behaviour with an emphasis on research, statistical analysis and maths. It focusses on how people think, feel and behave at an individual, group, organisational and community level. From an academic perspective, Psychology involves a 6-year sequence of study to become an accredited psychologist in Australia.

COUNSELLING | ACAP

Counselling is an applied discipline focussing on person-to person relationships and requiring knowledge about human behaviour and ethical and professional standards, as well as advanced interpersonal skills and relating capacities. It aims to help clients overcome everyday challenges in their lives, for example relationship problems, behavioural problems, emotional difficulties that can be a result of grief, loss, addiction, stress, and/or relationships.

SOCIAL WORK | ACAP

Social work is a professional, practical and academic discipline underpinned by principles of human rights, collective responsibility and social justice. Social workers assess the needs of individuals, families and groups, assisting and empowering them to develop and use the skills needed to resolve social and other problems, and to foster human wellbeing.

CRIMINOLOGY | ACAP

The criminology and justice studies provides deep insight into why we behave the way we do, and the effect our justice system has on our future actions, and the intrinsic relationship it has to the community.

The Criminal Justice degree may be used to transition into other university courses such as law, forensics, counter terrorism, criminology and psychology, in both undergraduate and postgraduate programs.

COACHING | ACAP

Modern challenges such as effectively striking a work-life balance, or the desire to achieve personal or career goals have led to growth in the demand for life coaching, executive coaching, personal coaching and performance coaching.

This field draws on positive psychology theories. As a graduate of our Bachelor of Counselling (Coaching), you can support others in achieving their short and long-term goals. Our coaching degree is accredited by the International Coaching Association.

DISCOVER
ACAP

ABOUT ACAP

Established over 30 years ago, the Australian College of Applied Psychology (ACAP) is a leader in applied psychology education and offers specialist courses in counselling, psychology, coaching, social work, criminology and justice.

ACAP has campuses in Sydney, Melbourne and Brisbane and currently has more than 4,000 students studying on-campus or online.

- Courses are focused on applying theory to practice
- Small classes, group discussions and role-play activities allow students to really get to know fellow students and teaching staff
- Integrated work placement opportunities
- Supportive learning environment with contemporary facilities
- Campuses are situated in CBD districts with ease of public transport access
- Packaged offer arrangements with Navitas English and Hawthorn – Melbourne
- Part of Navitas, a leading global education provider that delivers an extensive range of courses to over 80,000 students through more than 120 institutions in 31 countries

HOW TO APPLY

Ensure the prospective student has accurate information about (but not limited to):

- Their intended course and studies with ACAP and studying in Australia, and provide them with a copy/link to our course guide.
- The course duration, tuition fees, whether the course has placement requirements, intake period(s), and minimum admission requirement, including IELTS requirements (see Course summary table)

Step 1

Complete the International Student Application Form on our website at acap.edu.au/international-students/how-to-apply-international (the form must be signed by the applicant)

Step 2

The applicant must complete (ideally in their own handwriting), the International Student Statement of Purpose Form.

Step 3

Attach certified copies of all academic qualifications including school and Academic English language test results and any relevant employment documents. Please ensure that the applicant's current name is added to any documents obtained under a former name and that certified translations accompany documents that are not in English. Please note, translation of official documents must be completed by an accredited translator.

Step 4

Submit the Application form and any relevant statements (please refer to course entry requirements on our website acap.edu.au) via email: NPI.International@navitas.com.

Step 5

To assess the application, the applicant may need to speak to a staff member either via telephone, face-to-face or via Skype. If we do need to talk to the applicant, we will be in contact to arrange a suitable time.

Step 6

If successful, the applicant will receive a Letter of Offer – Acceptance Agreement from ACAP within approximately five working days, explaining the course offered, any conditions attached to the offer, how to enrol and the commencement date. The applicant may be requested to provide additional evidence and declarations to the College as part of Step 7 below.

Step 7

To accept, please return the signed Letter of Offer – Acceptance Agreement (signed by the applicant in hand), ACAP International Student Financial Declaration, completed and signed by the applicant in the presence of an authorised witness, as well as any other requested documentation.

Step 8

On receipt of the signed Letter of Offer - Acceptance Agreement and completed and witnessed Financial Declaration, subject to the applicant meeting any other offer conditions outlined in the Letter of Offer (if applicable), a place at ACAP will be confirmed in writing and approval to pay the fees outlined in the Letter of Offer (these fees will include, but are not limited to, a non-refundable Enrolment fee of AUD \$250, tuition fees and, if applicable your Overseas Student Health Cover (OSHC) fees). Upon receipt of these fees, you will then receive a Confirmation of Enrolment (CoE). This CoE must be submitted with the application for a student visa to be given.

Please print in BLOCK LETTERS

Personal details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other:	
Family name:	
Given names:	
Preferred name:	
Date of birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of birth:	
Country of passport:	
Do you hold a current Visa to be in Australia: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide copy of visa grant letter (all pages)	

Contact details (mandatory)

Address in Australia (if known):	
State:	Postcode:
Mobile number:	
Address overseas (must be applicant's address - not agent's address):	
Home telephone:	
Mobile telephone:	
Email (must be applicant's email - not agent's email):	

Education details

What is your highest completed secondary school level: <input type="checkbox"/> Year 10 or lower <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12	
School attended:	
Year completed:	Language of instruction:
Have you previously enrolled in any further post-secondary studies overseas (not in Australia)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Qualification:	
Institution:	
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Last year of attendance:
Qualification:	
Institution:	
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Last year of attendance:
Are you currently studying in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what is your current Institution:	
What is the name of the program:	
Commencement date:	
Do you intend to complete the program? <input type="checkbox"/> Yes <input type="checkbox"/> No	

English language

What is your current English language level?	
IELTS:	TOEFL:
Other (please specify):	
What is the main language that you speak at your permanent home address? <input type="checkbox"/> English <input type="checkbox"/> Other (please specify):	

Parent/Guardian education

What is the highest level of education completed by your parent(s) or guardian(s)? <i>NOTE: These details are required by the Department of Education</i>	
Parent/Guardian 1	Parent/Guardian 2
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Postgraduate
<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> Bachelor Degree
<input type="checkbox"/> Other post school qualification	<input type="checkbox"/> Other post school qualification
<input type="checkbox"/> Completed an apprenticeship or VET/TAFE certificate	<input type="checkbox"/> Completed an apprenticeship or VET/TAFE certificate
<input type="checkbox"/> Completed Year 12 schooling (or equivalent)	<input type="checkbox"/> Completed Year 12 schooling (or equivalent)
<input type="checkbox"/> Completed Year 10 schooling (or equivalent) continued at school but did not complete Year 12	<input type="checkbox"/> Completed Year 10 schooling (or equivalent) continued at school but did not complete Year 12
<input type="checkbox"/> Completed Year 10 schooling (or equivalent)	<input type="checkbox"/> Completed Year 10 schooling (or equivalent)
<input type="checkbox"/> Did not complete Year 10	<input type="checkbox"/> Did not complete Year 10
<input type="checkbox"/> Don't know	<input type="checkbox"/> Don't know

Course selection

<input type="checkbox"/> Diploma of Counselling Skills CRICOS Code: 095829B
<input type="checkbox"/> Bachelor of Counselling CRICOS Code: 057962A
<input type="checkbox"/> Bachelor of Counselling (Coaching) CRICOS Code: 065591A
<input type="checkbox"/> Bachelor of Psychological Science CRICOS Code: 071878B
<input type="checkbox"/> Bachelor of Psychological Science (Honours) CRICOS Code: 071877C
<input type="checkbox"/> Bachelor of Psychological Science and Criminology CRICOS code: 097107J
<input type="checkbox"/> Bachelor of Psychological Science and Counselling CRICOS Code: 097106K
<input type="checkbox"/> Bachelor of Social Work CRICOS Code: 084932E
<input type="checkbox"/> Graduate Diploma of Counselling CRICOS Code: 048166D
<input type="checkbox"/> Graduate Diploma of Professional Psychology CRICOS Code: 074847G
<input type="checkbox"/> Graduate Diploma of Psychological Science CRICOS Code: 071879A
<input type="checkbox"/> Master of Psychology (Clinical) CRICOS Code: 074848F
<input type="checkbox"/> Master of Social Work (Qualifying) CRICOS Code: 082661F
<input type="checkbox"/> Bachelor of Criminology and Justice CRICOS Code: 081562F
<input type="checkbox"/> Bachelor of Policing and Justice CRICOS Code: 097105M

ACAP course commencement

Please indicate the year you wish to begin your studies:

Year:
<input type="checkbox"/> Trimester 1, February 4
<input type="checkbox"/> Trimester 2, May 27
<input type="checkbox"/> Trimester 3, September 16

Please select the campus that you are interested in studying at:

<input type="checkbox"/> Sydney
<input type="checkbox"/> Brisbane
<input type="checkbox"/> Melbourne
Note: Not all courses are available for study to international student visa holders on each campus. Refer to the ACAP Student Guide or ACAP website for course availability details.

Overseas Student Health Cover (OSHC)

All international students must have OSHC policy for the whole duration of their student visa. The College can arrange your Overseas Student Health Cover (OSHC) on your behalf with the College's preferred provider - Allianz Global Assistance OSHC (refer to oshcallianzassistance.com.au).

Please select the appropriate option below:
<input type="checkbox"/> I already have / or will arrange other OSHC coverage.
<input type="checkbox"/> I would like the College to arrange OSHC on my behalf with the College's preferred provider Allianz Global Assistance OSHC. I require:
<input type="checkbox"/> Single cover <input type="checkbox"/> Couple/dual family cover <input type="checkbox"/> Multi family cover
Note: If OSHC is not arranged by ACAP you will be required to provide the name and policy number of your OSHC coverage as part of your visa application to the Department of Home Affairs.

Medical/disability

Do you have a disability, impairment or long-term medical condition which may affect your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate the areas of impairment:
<input type="checkbox"/> Hearing <input type="checkbox"/> Learning
<input type="checkbox"/> Vision <input type="checkbox"/> Medical
<input type="checkbox"/> Mobility <input type="checkbox"/> Other (please specify below):
Would you like to receive advice regarding services and facilities available? <input type="checkbox"/> Yes <input type="checkbox"/> No

Emergency contact details (mandatory)

Full Name:
Relationship to you:
Home telephone (please include country and area code):
Business telephone (please include country and area code):
Mobile telephone (please include country and area code):
Email:
I authorise ACAP to seek appropriate medical care for me, as a matter of urgency, in the event of circumstances during on-campus classes requiring urgent medical care when it is not possible to contact my parent/guardian or next of kin. <input type="checkbox"/> Yes <input type="checkbox"/> No

Sponsored students only

Name of sponsoring organisation:
Type of sponsorship (tuition fees, living expenses):

Other information

How did you first learn about ACAP? You may tick more than one:

<input type="checkbox"/> Education Agent	<input type="checkbox"/> Internet Search
<input type="checkbox"/> Recommended by a friend/Relative	<input type="checkbox"/> Exhibition/Seminar
<input type="checkbox"/> Newspaper/Magazine	<input type="checkbox"/> ACAP Website
<input type="checkbox"/> Other (please specify):	

Application checklist

Student declaration:

<input type="checkbox"/> I have completed all sections of the Application Form.
<input type="checkbox"/> I have read and understood the condition of enrolment (ACAP's Refund Policy is available from acap.edu.au/current-students/managing-my-course/a-z-policies/).
<input type="checkbox"/> I declare that I am a genuine student that meets the Department of Home Affairs Genuine Temporary Entrant requirements (GTE) and I have understood all GTE requirements stated at border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant
<input type="checkbox"/> I understand that if I receive a Letter of Offer - Acceptance Agreement I may be required to provide additional evidence to the College before my Confirmation of Enrolment (CoE) is issued.
<input type="checkbox"/> If I am issued a CoE I accept responsibility for obtaining my student visa and adhering to the conditions on my visa.
<input type="checkbox"/> I undertake to make timely payments of any fees or associated costs for which I am liable. I am aware of the likely cost of my stay in Australia and have the necessary financial capacity to meet such costs for the duration of my course.
<input type="checkbox"/> I acknowledge that I have read and accept the terms of ACAP's Privacy Policy available from navitas.com/privacy_policy

Check that you have attached:

<input type="checkbox"/> Certified copies of qualifications attained, including English translation if applicable
<input type="checkbox"/> English Proficiency test results (IELTS, TOEFL, PTE-A, CAE, Navitas English)
<input type="checkbox"/> Any relevant employment documentation (if required or applicable)
<input type="checkbox"/> A certified copy of the photo page of your passport
<input type="checkbox"/> A certified copy of your Australian student visa if you currently hold one
<input type="checkbox"/> A certified translation of any document not in English
<input type="checkbox"/> A 500 word written statement which meets the guidelines listed on acap.edu.au/how-to-apply.html (if you are applying for the Bachelor of Psychological Science, Bachelor of Social Work or the Master of Social Work (Qualifying))
<input type="checkbox"/> Attach the Counselling Applicant Screening Questionnaire located at acap.edu.au/assets/assets/ACAP-Counselling-Applicant-Screening-Questionnaire.pdf (if applying for the Graduate Diploma of Counselling)
<input type="checkbox"/> Completed compulsory International Student Statement of Purpose Form (SOP)

Declaration

Important: This document contains and refers to contractual terms.

I am the person named on this application and give this declaration and agree to these terms in support of my application for enrolment in a course at the Australian College of Applied Psychology (ACAP).

I am not a permanent resident or citizen of Australia, nor a citizen of New Zealand.

I understand that if I have any school-aged children or dependants accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or non-government school.

I declare that I can produce to ACAP originals of all documentation relied on in support of this application and I agree to produce any such documentation to ACAP on request.

I authorise ACAP to obtain any further information or records from any educational institution or recognised educational qualifications assessment body and to verify any information about my employment history that I have given to ACAP.

I declare that the College has informed me through its policies, procedures and terms set out in the ACAP Student Handbook and information supplied on the College website at <http://www.acap.edu.au/>, of my rights and obligations including: all tuition fees and other fees and charges associated with my intended studies; the College's Credit Arrangement Policy and associated processes for applying for credit; the College's policies on my making changes to, or withdrawal from, any course offer I receive and my course enrolment; the College's Refund Policy; Course completion requirements - including criminal records and police and health check requirements were applicable; English language proficiency requirements; the College's Awards Issuance Policy; Academic and Non-Academic Grievances, Complaints and Appeals Policy and Procedures and Academic and Non-Academic Misconduct Policy and Procedures and related Principles of Procedural Fairness and College Code of Conduct.

I agree to be bound and abide by the policies, procedures and terms set out in the ACAP Student Handbook, as amended from time to time, if I am accepted as a student at ACAP.

I understand that some ACAP courses require the completion of practical experience placements and that, if this is a requirement of my course, I will be required to complete all declarations, consents and checks required by law or otherwise reasonably required by ACAP, including a Working With Children Check declaration and consent and criminal record checks. If I am unable to provide all required and satisfactorily completed declarations, consents and checks as and when requested by ACAP, I will not be eligible to participate in practical experience placements and I understand that I will be unable to complete the course.

I understand that, if ACAP is required by law or considers it appropriate for public policy reasons (including health and safety) to close any campus, ACAP may require on-campus students to receive tuition via online delivery.

I understand that ACAP reserves the right to vary courses, units, the mode of delivery, assessment and admission requirements at any time at its discretion.

I understand that ACAP reserves the right to offer its courses subject to meeting minimum numbers and may cancel a course prior to commencement should the minimum number of enrolments not be met.

I acknowledge ACAP places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.

Should I be found ineligible for admission to the course nominated on this form, **I authorise** ACAP to assess my eligibility for another course or packaged pathway course.

I accept that this application and supporting documentation become the property of ACAP and are not returnable.

I understand that ACAP collects the information on this form and during my enrolment in order to meet our obligations under the ESOS Act and the National Code of Practice for Providers of Education and Training to Overseas Students (2018); to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. ACAP will disclose

information about my admission, enrolment and academic progress in certain circumstances to the Australian Government and designated authorities and, if relevant, the TPS Director. I understand that in other instances information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.

I am aware that as an enrolled student I must notify ACAP of any change of contact details.

I declare that the information supplied on this application form and all supporting documentation is correct and complete, and that any supplementary application documents (personal statement, folio or additional requirements) are my own work. **I understand** ACAP is relying on this declaration and agreement in making any decision regarding admission and that ACAP may change any such decision if this declaration is false. **I understand** that ACAP reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application and enrolment is found to be false. **I consent** to receiving information electronically to my personal email address provided to the College and to a college specific email address assigned to me by ACAP.

I acknowledge that I have read and accepted the terms of your Privacy Policy which can be found at acap.edu.au

Applicant's signature:

Date:

Note: International students applying to study with ACAP must turn 18 at least 1 week prior to the commencement of classes.

Email, post or fax your application

To submit your application or for further information or assistance in completing your application form, contact:

Agents

E NPI.International@navitas.com

T +61 2 8236 8098

Direct applicants

E info@acap.edu.au

T +61 9964 6300

F +61 2 8236 8071

Mailing Address:

Admissions Officer

Locked Bag 11

Strawberry Hills, NSW 2012

AUSTRALIA

Contact ACAP if you require further information or help completing your application form

Agent's stamp:

Agent name:

Email:

When will you know? If the application is complete, with all the relevant original documents or certified copies of documents attached and you are deemed eligible for course admission, a Letter of Offer will be emailed to you and/or your agent (if you have one). Incomplete applications will not be processed.

Course Summary

COURSE	CRICOS CODE	DURATION (FT)	NUMBER OF MODULES	STUDENT PLACEMENT	AVAILABILITY	TRIMESTER INTAKE	IELTS REQUIREMENT	PER UNIT FEE*	TOTAL FEE*
COUNSELLING									
Diploma of Counselling Skills	095829B	1 Year	8	N	Brisbane, Melbourne, Sydney	All	Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)	\$2,692	\$21,536
Bachelor of Counselling	057962A	3 Years	24	Y				Melbourne, Sydney	\$2,692
Bachelor of Counselling (Coaching)	065591A				\$2,692	\$64,608			
Graduate Diploma of Counselling	048166D	2 Years	12	Y	Melbourne, Sydney	All	Academic IELTS minimum overall band of 6.5 with no individual band below 6.0 completed in the last two years (or equivalent)	\$3,366	\$40,392
PSYCHOLOGY									
Bachelor of Psychological Science	071878B	3 Years	24	N	Brisbane, Melbourne, Sydney	All	Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)	\$2,692	\$64,608
Bachelor of Psychological Science (Honours)	071877C	1 Year	6	N	Melbourne, Sydney	Feb only [†]		\$5,672	\$34,032
Graduate Diploma of Psychological Science	071879A		9	N		All	\$2,787	\$25,083	
Graduate Diploma of Professional Psychology	074847G	2 Years	8	Y	Sydney	Feb only [†]	Academic IELTS minimum overall band of 6.5 with no individual band below 6.0 completed in the last two years (or equivalent)	\$5,378	\$43,024
Master of Psychology (Clinical)	074848F		14	Y		Feb only [†]		9 x \$5,299 3 x \$7,078 2 x \$7,925	\$84,775
SOCIAL WORK									
Bachelor of Social Work	084932E	4 Years	28	Y	Sydney	All	Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)	26 x \$2,692 2 x \$7950	\$85,892
Master of Social Work (Qualifying)	082661F	2 Years	12						
DOUBLE DEGREES									
Bachelor of Psychological Science and Counselling	097106K	3 years	24	Y	Brisbane, Melbourne, Sydney	All	Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)	\$2,692	\$64,608
Bachelor of Psychological Science and Criminology	097107J			N	Melbourne			\$2,692	\$64,608
Bachelor of Policing and Justice	097105M	2 years	N	N			\$2,692	\$64,608	
Bachelor of Criminology and Justice	081562F		\$2,692		\$64,608				
TRIMESTER	TRIMESTER DATE		ORIENTATION				CENSUS DATE		
Trimester 1	4 February - 3 May 2019		One week prior to trimester commencement				22 February		
Trimester 2	27 May - 23 August 2019						15 June		
Trimester 3	16 September - 13 December 2019						4 October		

Enrolment Requirements and Submissions

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Submit the Application form and all required supporting documentation and written statements via email to our International Students Coordinator (National): NPI.International@navitas.com

*The tuition fees specified are for 2019.

[†]Courses commence in February only.

Please note, not all courses are available on all campuses and in all delivery modes or trimesters. For further information, visit acap.edu.au. International students are able to take a maximum of 33 percent of their total course online and must be enrolled full-time in at least one on-campus unit in each standard study period (trimester).

CONTACT US

1800 061 199

connect@acap.edu.au

acap.edu.au/international-students

SYDNEY

Level 11, 255 Elizabeth Street
Sydney NSW 2000 Australia

MELBOURNE

Level 10, 123 Lonsdale Street
Melbourne VIC 3000 Australia

BRISBANE

Ground Floor, East Tower
410 Ann Street
Brisbane QLD 4000 Australia

ABN 94 057 495 299

Navitas Professional Institute Pty Ltd trading as the
Australian College of Applied Psychology.

National CRICOS provider code: 01328A.

TEQSA HE provider registration code PRV12009.

RTO: 0500

The information contained in this guide is correct at the
time of publication, however, the Australian College of
Applied Psychology reserves the right to alter, amend
or delete details at any time without notice. Prospective
students should refer to ACAP's website for current
information before applying.

This guide is provided free of charge.

Printed January 2019.