

Course admission

Applications for Graduate Certificate Level Courses (including the Graduate Certificate in Tertiary Teaching (978AA)) can be submitted directly via the [Apply Online Now link \(http://www.canberra.edu.au/student-services/applying-to-study/home\)](http://www.canberra.edu.au/student-services/applying-to-study/home). Alternatively you may use the [Direct Applications Form](http://www.canberra.edu.au/student-services/attachments/forms/Domestic-Application-Form.pdf) available at: <http://www.canberra.edu.au/student-services/attachments/forms/Domestic-Application-Form.pdf>.

You will receive a letter of offer of a place in the course, please follow the steps outlined in this letter to accept your offer or go to <http://www.canberra.edu.au/aus-future-students/acceptance> for more information.

To accept your offer, go online to <http://www.canberra.edu.au/offer>. The University of Canberra's Student Centre can help if you have difficulty accepting your offer online:

T 1300 301 727

F 02 6201 5040

E admissions@canberra.edu.au

Unit enrolment

Complete the unit enrolment form available from the course convener (Dr Coralie McCormack, Coralie.McCormack@canberra.edu.au) or from the UC Student Centre (1B150) and submit this form to the UC Student Centre.

Application for study assistance

The *Study Assistance Policy* (<http://www.canberra.edu.au/hr/development/study-assistance-policy>) has been developed to support the commitment of the University to the continuing professional development of all staff. Study assistance for the Graduate Certificate in Tertiary Education is available to full-time staff who have employment contracts with the University that extend at least three years from the initial date of application for study assistance, unless otherwise approved by the Pro Vice-Chancellor/Executive Director. Financial assistance is subject to successful enrolment and continuing satisfactory academic progress.

Staff who successfully apply for study assistance do not pay student fees. In all cases the staff member is responsible for paying any student amenities/services fee, and will be responsible for all other costs associated with the study program, e.g. textbooks, travel, etc.

The application form is available <http://www.canberra.edu.au/tlc/programs/gche> or from the course convener (Dr Coralie McCormack, Coralie.McCormack@canberra.edu.au). This form is submitted to Human Resources (the address is on the form).

Once enrolled the University predominately communicates with students via their UC student email account. Please ensure you check your student email account regularly.

For more information on admission or unit enrolment contact:

Location: Student Centre Enquiry Counter, 1B150

Phone: 1300 301 727

Fax: +61 2 6201 5040

Email: admissions@canberra.edu.au