

Your Offer Letter Explained for Distance Students

Accepting our Conditional Offer of Admission

Offer Letter

1. Meet conditions as outlined in the Offer of Admission, these may be:
 - Certified transcript required: A certified true copy is a photocopy of the original document that bears the signature and official stamp of a recognised authority, such as a police officer, Justice of the Peace, Commissioner of Oaths, barrister / solicitor, school principal or an appointed agent of Flinders University. The signature and stamp indicate that the recognised authority has sighted the original documents. Photocopies or facsimiles of certified true copies will not be accepted, except where they are sent through an authorised agent of the University.
 - English language proficiency required: You must provide evidence of meeting the University's English language requirements. The University's English language requirements are listed at <http://www.flinders.edu.au/international-students/study-at-flinders/entry--and-english-requirements/english-language-requirements.cfm>
 - Completion of program required: A certified true copy of evidence of completion from your previous and/or current institution is required. A Grade Point Average (GPA) may also be required as part of this completion.
2. Return the completed Acceptance form, you will then be sent information on how to make the first payment.
3. Payment: You will be sent an email to activate your Flinders Authentication Number (FAN), once you have completed this process you can make an online payment.
4. Enrolment Online: Your Offer Letter will provide the contact details for the Faculty and Coordinator who will then assist you with the topics you will need to enrol in.

Accepting your unconditional offer of Admission

Offer Letter

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2. Payment: You will be sent an email to activate your Flinders Authentication Number (FAN), once you have completed this process you can make an online payment.
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Understanding your Offer of Admission

This Offer of Admission is a result of your successful application for admission to an undergraduate or postgraduate course taught by distance at Flinders University.

The following terminology will be used:

Student Number

This number should be quoted in all correspondence.

Program of Study

The program is the course for which you have been assessed as eligible for admission.

Conditions

This confirms whether any conditions need to be met for the Offer to be valid. If "Nil" is marked in this row, then the Offer is Unconditional.

Conditional Offer

If 'yes' is marked in this row, then it will be necessary for you to meet the conditions before you are able to confirm your place at Flinders University.

Should you be unsure of any conditions contained in the Offer of Admission, please contact the International Centre.

Certified True Copy

Your Offer may be conditional on providing original certified true copies of particular documents in both original language and as an English translation. It is recommended that you provide certified true copies of documentation rather than original documents, as all documents submitted to the International Centre cannot be returned to you.

A certified true copy is a photocopy of the original document that bears the signature and official stamp of a recognised authority, such as a police officer, Justice of the Peace, Commissioner of Oaths, barrister / solicitor, school principal or an appointed agent of Flinders University. The signature and stamp indicate that the recognised authority has sighted the original documents. Photocopies or facsimiles of certified true copies will not be accepted, except where they are sent through an authorised agent of the University.

Field of Study (applicable to research offers)

This describes the general field of study you will be undertaking.

Program of Study

This will indicate the total number of units within the program of study you will be undertaking, as well as indicating whether the program is by coursework or by research.

Supervisor/Course Coordinator/Director of Studies (applicable to postgraduate offers)

This is the name of your direct supervisor during the course of your program of study at Flinders.

Start Date

This is the commencement date for teaching in your course unless otherwise specified. You must commence your course by this date unless prior written approval is obtained from your course coordinator/ supervisor.

Period of Candidature

This is the normal duration of the course when studied on a full-time basis. If you have been granted advanced standing / credit on the basis of previous studies, the normal course duration will be stated as well as the duration including the advanced standing / credit you have been granted.

End Date

This is the expected date you should complete your studies. This date is when your enrolment in the course will end and will include your final exams.

Tuition Fee

The tuition fee reflects the amount payable for each semester of study for the full duration of the program of study in your Offer of Admission. The quoted fee is a base fee that will be subject to an annual increase that is at least the rate of inflation, but no more than 9%, for each of the subsequent years of the program. The University's Student Services and Amenities fee for international students is included in the tuition fee.

The tuition fee does not include the cost of books, materials, equipment or field trips.

Credit Transfer

Where credit transfer arrangements are already in place for your previous qualification the amount of credit transfer will be clearly stated in the offer of admission.

Where credit transfer arrangements are not in place the relevant Faculty will need to assess your previous qualifications. To have your qualifications assessed for credit, it will be necessary to submit academic transcripts and individual topic descriptions. If the qualification is complete you should also provide evidence of this completion.

Fees

Your initial payment is reflective of one topic of the first semester's tuition fees and is due when you accept your offer. The fee for the topic is a pro-rate fee based on the first semester fee for your commencing year. After your initial payment, remaining instalments are calculated on the basis of your topic selection in each semester. Tuition fees are payable each semester in advance.

Once you have started your course, should you transfer to another degree program, your tuition fees will be charged at the rate set at the time of transfer, unless enrolled in a nested postgraduate program for which you have previously applied and received a conditional offer of admission.

Where tuition fees for the year of commencement have not yet been determined, they will be subject to change pending their approval.

A complete copy of the University's Policy on Payment and Refund of Tuition Fees is available at www.flinders.edu.au/ppmanual/student/international-students.cfm

Flinders University Policies

The full version of Flinders University student related policies and procedures for international students is available at; <http://www.flinders.edu.au/ppmanual/student/international-students.cfm>