

Flinders Foundation Studies Program Application and Enrolment Guide



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Welcome

Welcome to the Flinders Foundation Studies Program application and enrolment guide. This guide will assist you with checking your eligibility for entry into the program, submitting your application and if successful, enrolling in your chosen location and mode of study.

One of our most popular pathways into a Flinders degree is the Flinders Foundation Studies Program. This preparation program is available to eligible applicants to enable their studies in a bachelor's degree at Flinders.

The Flinders Foundation Studies Program offers students:

- a standard 4-month program, a 7-month program and a fast-tracked 5-week intensive program at no cost*
- guaranteed entry to over 30 Flinders degrees and eligibility to apply for most Flinders degrees on successful completion
- the opportunity to gain the skills required to be a successful university student
- an introduction to some of the major fields of study available at Flinders

*Commonwealth Government funded program. Students are expected to undertake further university studies upon successful completion of Foundation Studies.

Where and when will you study?

The Foundation Studies Program is available for commencement in January, February, and July each year and offers a number of locations and modes of study.

The course can be studied in person in several Adelaide metropolitan locations as listed below; or Online for either a standard 4-month duration or a fast tracked 5-week intensive duration.

Please note fast-tracked 5-week intensive is aimed at students who can manage a considerable amount of academic study pressure in a short amount of time.

Adelaide metropolitan campus locations are:

- TAFE SA Adelaide CBD (4 months, daytime classes)
- TAFE SA Noarlunga (4 months, daytime classes)
- TAFE SA Elizabeth (4 months, daytime classes)
- Flinders University, Bedford Park (5-week intensive daytime classes or 7 months, evening classes)

Who is eligible to apply?

This program is for Australian citizens, Australian permanent residents and New Zealand citizens who have not previously completed studies at university and/or do not hold a TAFE/VET Advanced Diploma level qualification or higher.

This program is not available to applicants enrolled in Year 12 studies (South Australian Certificate of Education (SACE) or equivalent) in the year they wish to commence this program; or to applicants enrolled below Year 12 studies; or to those who may not be attending Year 12 studies but are eligible to be enrolled in Year 12 studies in the year they wish to commence this program.

Flinders University was established on the lands of the Kurna nation, with the first University campus, Bedford Park, located on the ancestral body of Ngannu near Warriparinga.

Flinders University acknowledges the Traditional Owners and Custodians, both past and present, of the various locations the University operates on, and recognises their continued relationship and responsibility to these Lands and Waters.

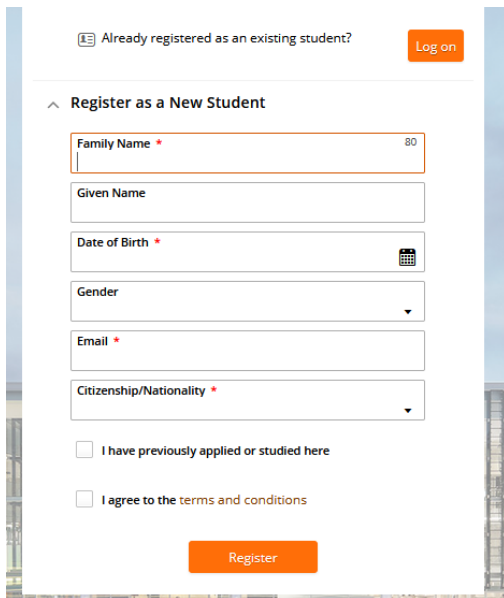
Accessing the Application System

Applications are submitted through the [Online Application System](#) portal.

Your Flinders Account

You will be required to create a Flinders account (FAN) and password to be able to submit your application and/or return to your application.

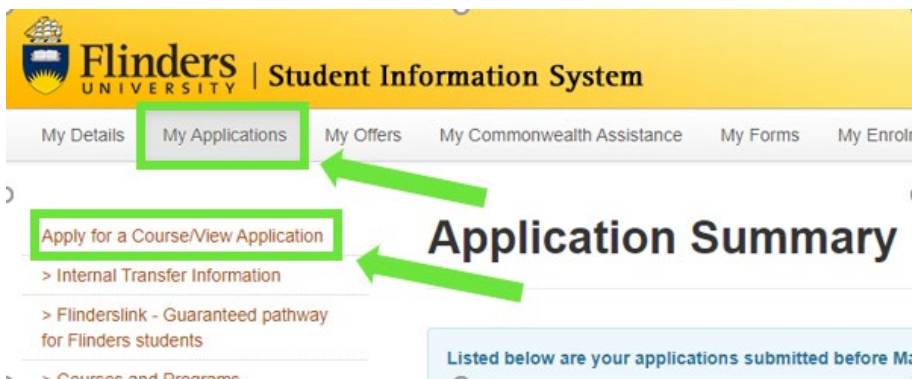
The first step is to [check if you already have a Flinders account](#). If you do not have one, you will be asked to register.



The screenshot shows a registration form titled "Register as a New Student". At the top, there is a checkbox labeled "Already registered as an existing student?" with a "Log on" button next to it. Below this, the form fields include: "Family Name" (with a character count of 80), "Given Name", "Date of Birth" (with a calendar icon), "Gender" (a dropdown menu), "Email", and "Citizenship/Nationality" (a dropdown menu). At the bottom of the form, there are two checkboxes: "I have previously applied or studied here" and "I agree to the terms and conditions". A "Register" button is located at the bottom center of the form.

If you have your FAN details you may need to [reactivate your FAN](#) first before being able to access the online application system.

After logging into the Student Information System, click on the **Apply for a Course/View Application** link on the **Applications** tab.

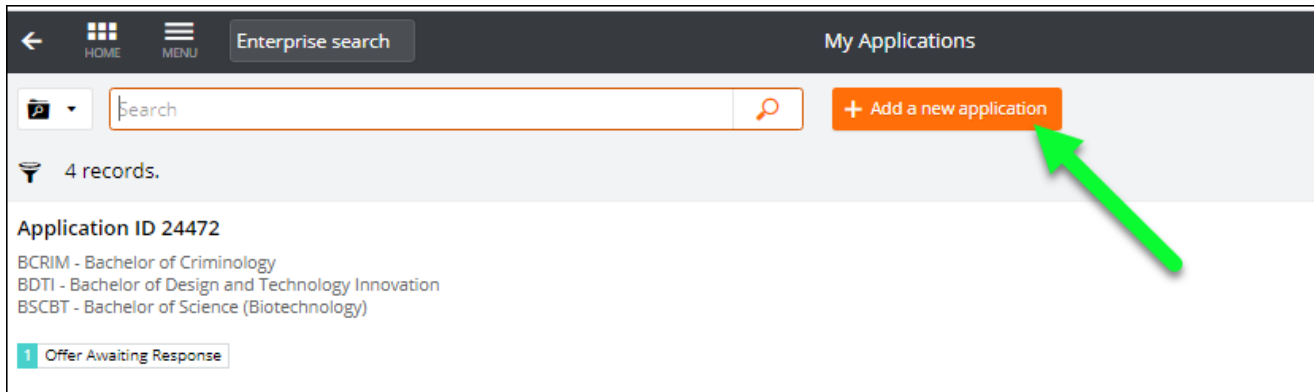


Technical Support

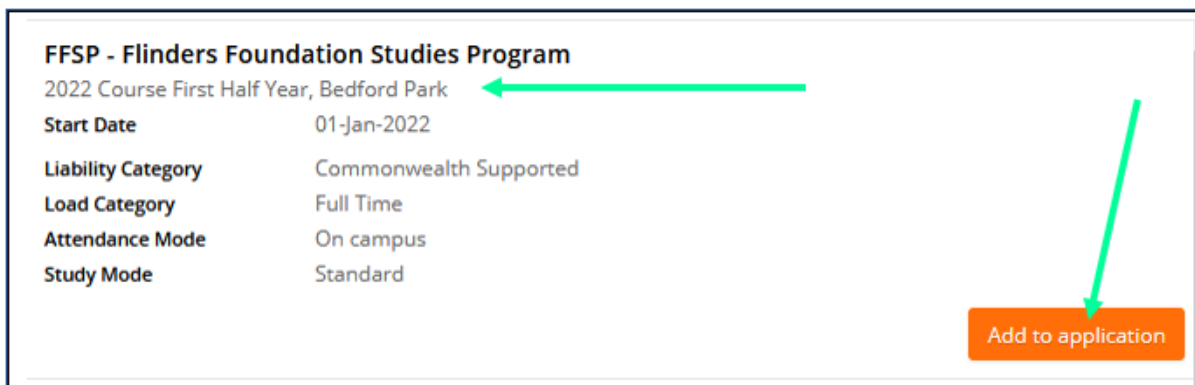
For technical support with your FAN please contact our Helpdesk from 9:00 am to 5:00 pm (ACST) Monday to Friday on 08 8201 2345.

Submitting an Application

1. Click on the **Add a new application** button.

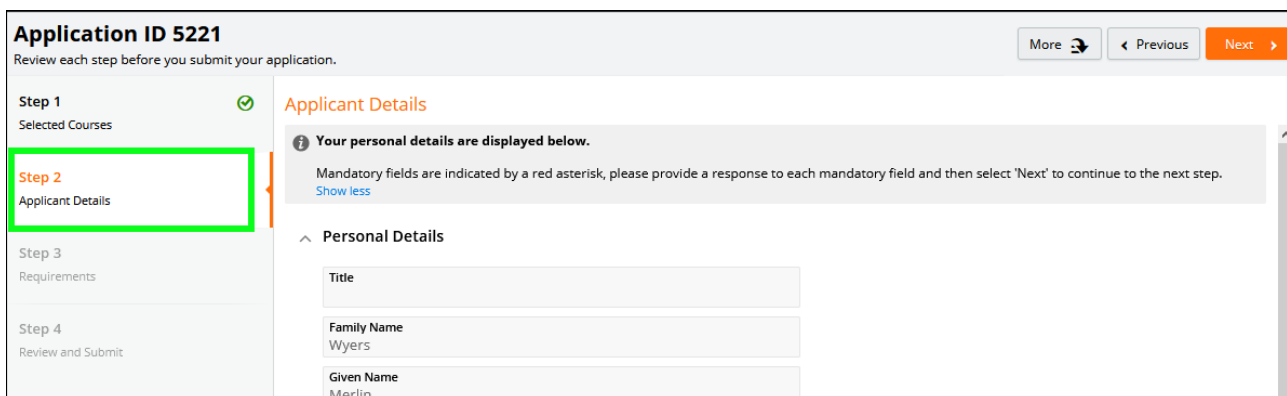


2. Use the search box and search for “Flinders Foundation Studies Program”. Regardless of where you wish to study the program, select either:
 - a. the **Flinders Foundation Studies Program – Bedford Park (Full time, In person) 2023 Course First Half Year**
OR
 - b. the **Flinders Foundation Studies Program – Bedford Park (Full time, In person) 2023 Course Second Half Year**.
3. Click on **Add to application** on selected course.



NOTE: selection of location and mode of study for the course is available when enrolling in topics, after receiving an offer. All applicants should apply for the BEDFORD PARK, IN PERSON option.

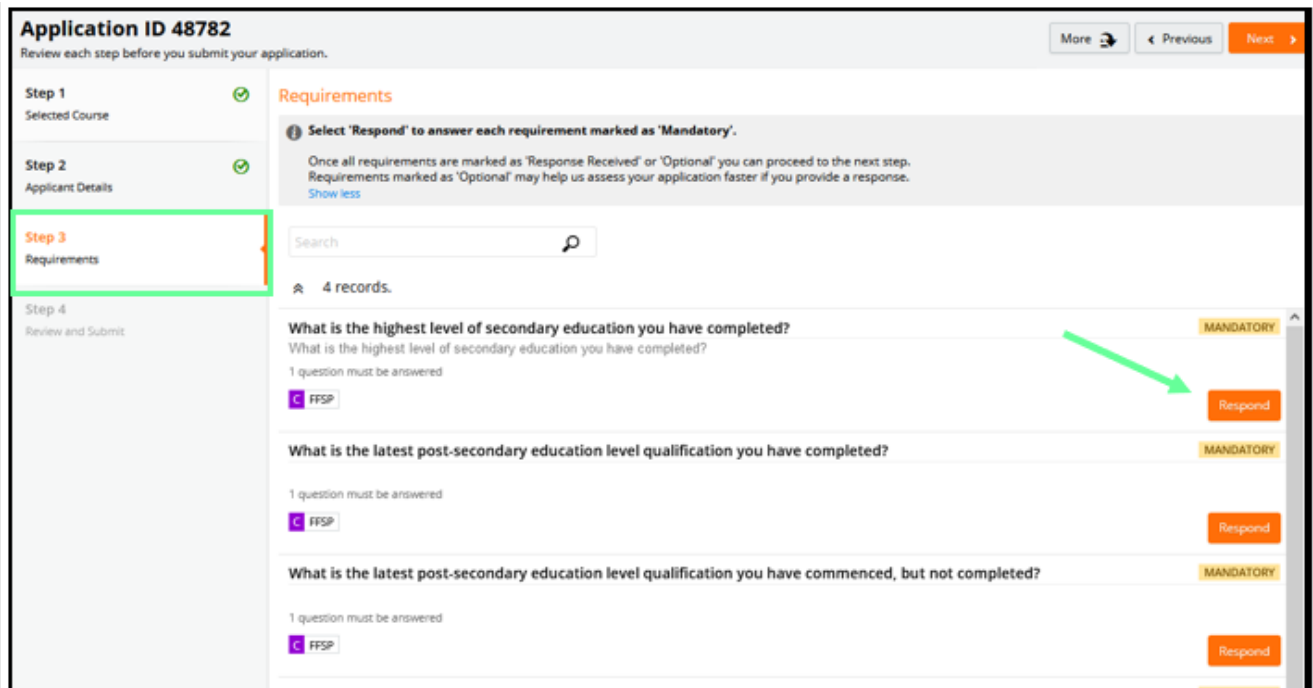
4. Click **Next** (in the top right-hand corner) to continue.
5. New applicants will need to enter personal, contact, address and citizenship details under the ‘**Applicant Details**’ tab.



NOTE: Existing students will only be able to change selected details on this window.

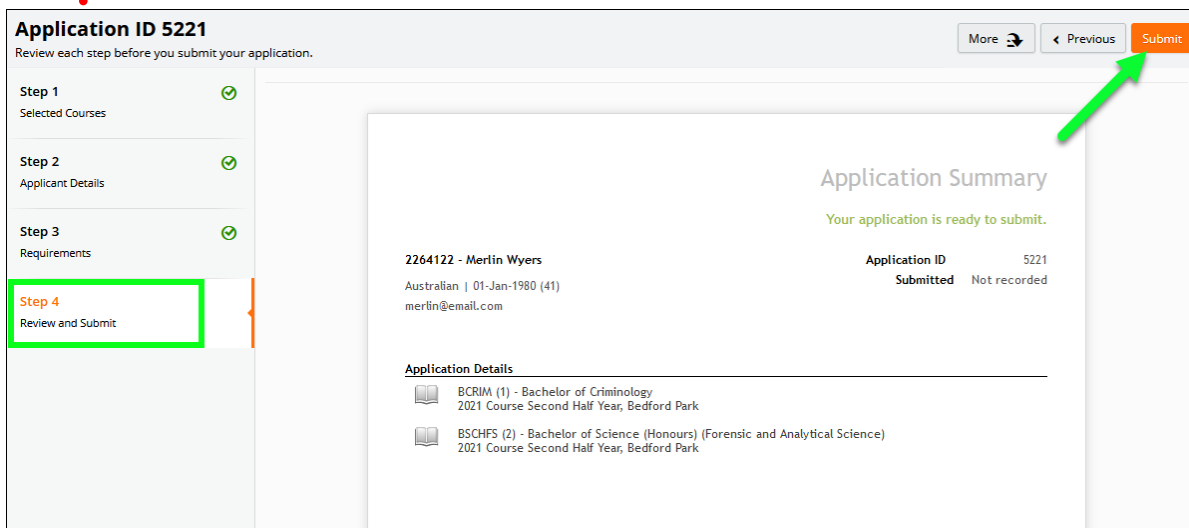
6. Click **Next** to continue.

- Respond to each of the Requirements to help us assess eligibility for the program.
- Click on **Next** to continue.

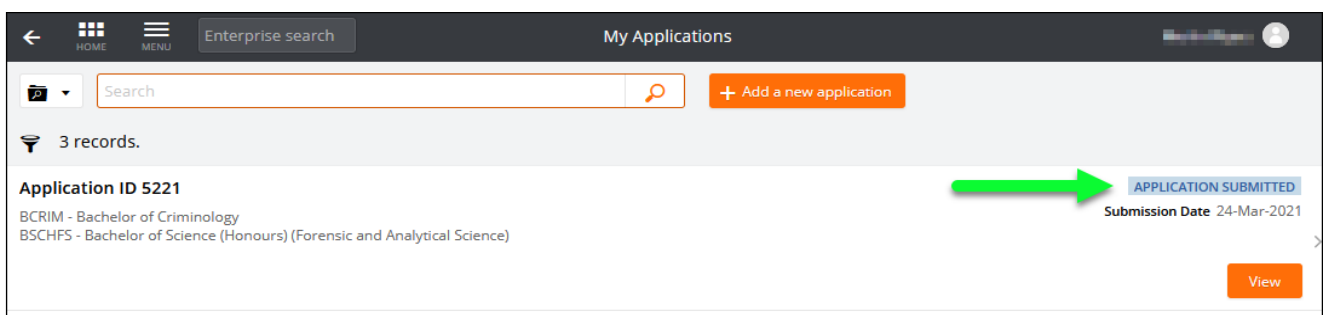


- Review the application. If changes are required, select the relevant group tile on the left or use the **Previous** button at the top right.
- When the application is ready, click **Submit**.

! Once the application is submitted, changes cannot be made. Please review carefully.



NOTE: If 'Application Incomplete' displays after submission, this indicates the system is processing the application. After waiting a few moments, refresh the window and 'Application Submitted' should display.

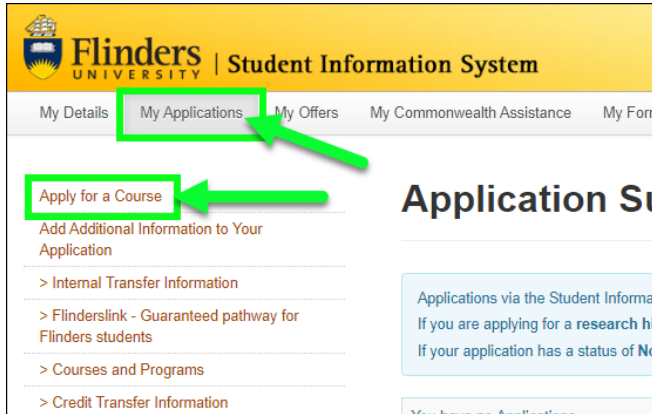


Withdrawing an Application

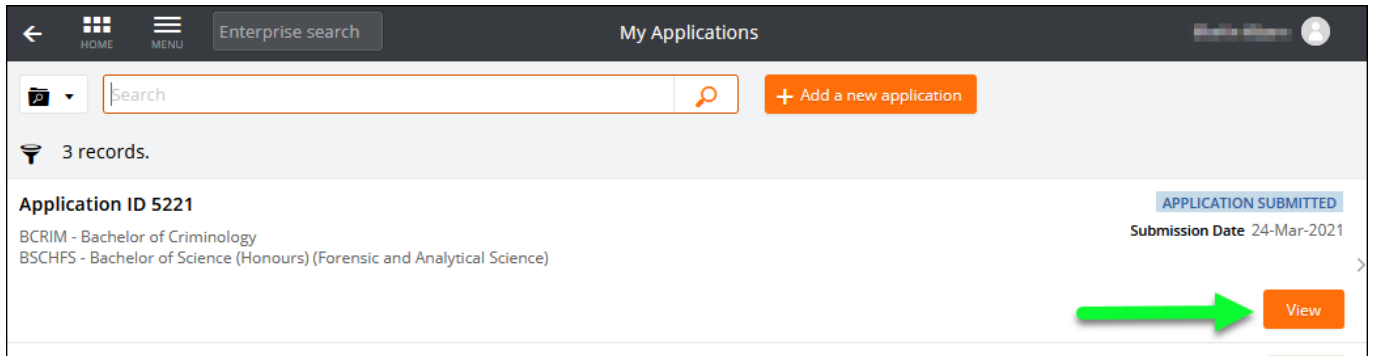
An application can be withdrawn until a successful/unsuccessful outcome is recorded.

! Once an application is withdrawn, it cannot be reinstated, and another application must be submitted in its place

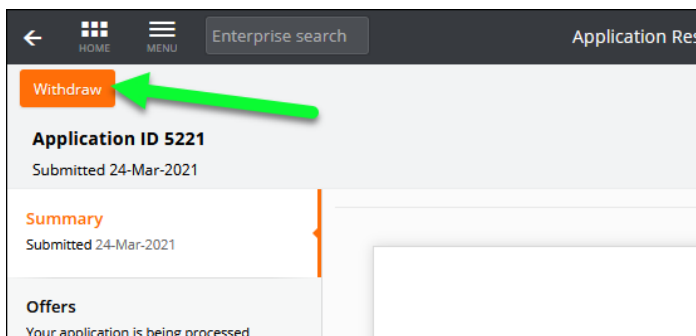
1. After logging onto the Student Information System, click on the **Apply for a Course** link on the **Applications** tab.



2. Click on the **View** link for the application that is to be withdrawn.



3. Click on the **Withdraw** button

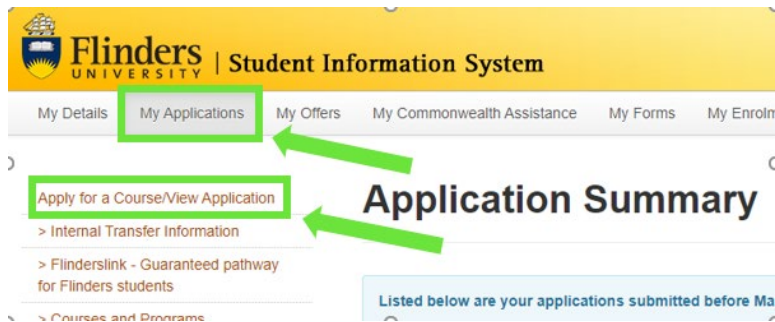


Request for Further Information

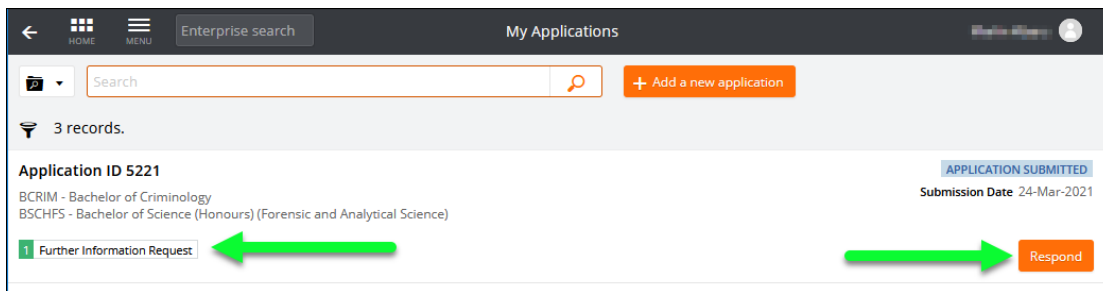
Further information may be sought to complete the assessment of an application. An email will be sent with details of the required information. This will be sent to the set [preferred email](#).

This will also show on the application.

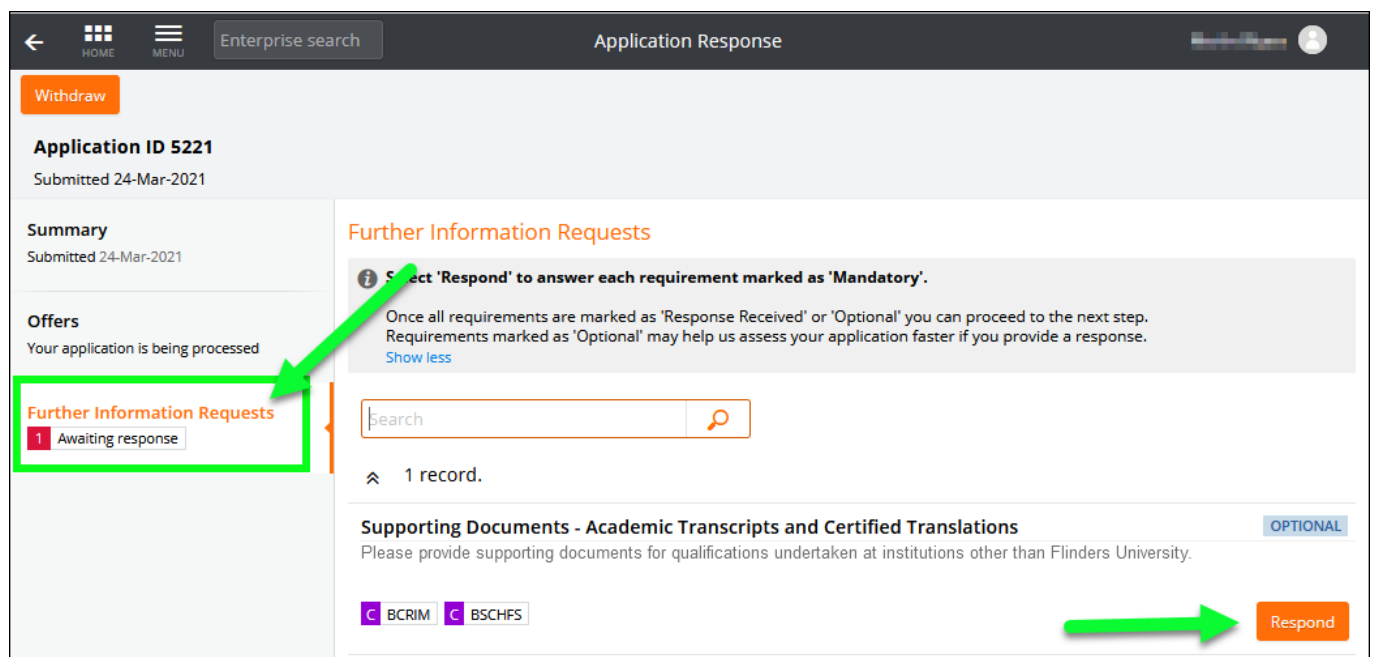
1. After logging onto the Student Information System, click on the **Apply for a Course/View Application** link on the **My Applications** tab.



2. Applications that require further information display a 'Further Information Request' tag.
3. Click on the **Respond** button.



4. Access the **Further Information Requests** section and click on **Respond** to provide required information.
5. Repeat this process until all requirements have 'Response Received' recorded for the application to be processed.



Enterprise search Application Response Saved

Withdraw

Application ID 5221
Submitted 24-Mar-2021

Summary
Submitted 24-Mar-2021

Offers
Your application is being processed

Further Information Requests
0 Awaiting response

Further Information Requests
Select 'Respond' to answer each requirement marked as 'Mandatory'.
Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. [Show less](#)

Search

1 record.

Supporting Documents - Academic Transcripts and Certified Translations
Please provide supporting documents for qualifications undertaken at institutions other than Flinders University.

BCRIM BSCHFS

RESPONSE RECEIVED

Respond

Checking your Preferred Email Selection

Email is the primary mode of communication with all applicants. Flinders email address is normally automatically designated as the 'Preferred Email'. Applicants should check and select their preferred email by logging on the Student Information System and accessing the My Details tab where the preferred email can be updated. Your preferred email will have a tick next to it.

Flinders UNIVERSITY | Student Information System

Welcome Help Log Out

My Details My Applications My Offers My Commonwealth Assistance My Enrolment My Timetable My Finances My Scholarships My Documents My Exams and Results

My Graduation

My Personal Details

Address, Phone, Email and Emergency Contact Details

Citizenship and Residency Details

Cultural Details

Disability Details

Parent/Guardian Education Details

> Disability Information

> Problems Changing Details?

> Need Help? Ask Flinders

My Email Addresses

Preferred	Email Type	Email Address		
<input checked="" type="checkbox"/>	Flinders Email			
<input type="checkbox"/>	Applicant Email		Change	Delete
<input type="checkbox"/>	Alternate Email 1		Change	Delete

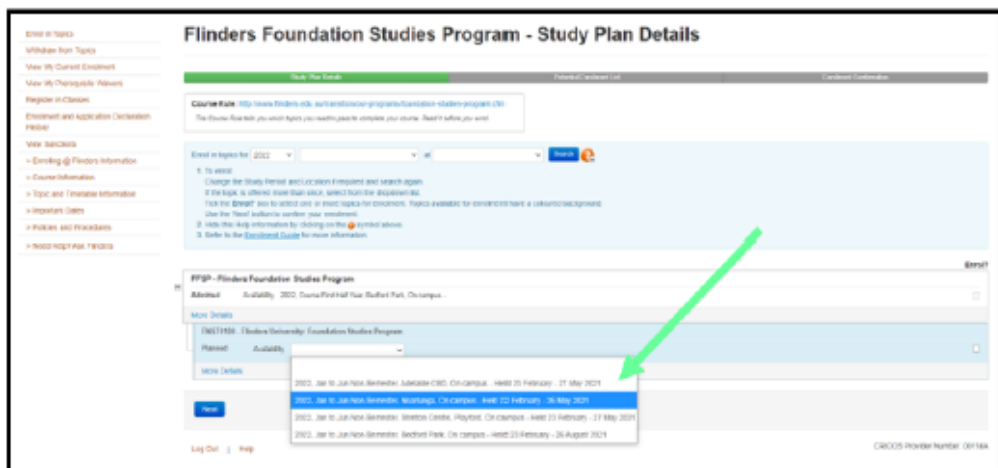
Add a new type of email address

Enrolling in a topic to choose location and mode of study

If successful, offer letters are sent to the preferred email address.

Follow the steps below to enrol:

1. If not done so already, [activate your Flinders Account \(FAN\)](#). A Student ID and date of birth will be required (Student ID is provided on the offer letter).
2. Log on to the student [dashboard](#) using the Flinders Authentication Name (FAN) and password and click on the **Student System** icon. (If you forget your FAN you can re-visit the [activate your Flinders account](#) page to recover it by re-entering your Student ID Number and date of birth);
3. Complete a Commonwealth Assistance Form (eCAF) which can be accessed through the **‘My Commonwealth Assistance’** tab at the top of the page in the Student System. You will need your Tax File Number (TFN) and a valid Unique Student Identifier (USI) to complete the eCAF. There is a [demonstration video](#) available to help if assistance is needed;
4. Click on the **‘My Enrolment’** tab found at the top of the page in the Student System and read and agree to the enrolment declaration.
5. Students must enrol in topic **FNST0100** which offers Foundation Studies Program students the following options:
 - a. If you were made an offer for Semester 1 2023 you will have the following options when choosing your availability:
 - *Non-Semester – Adelaide CBD – In person - Held 28 February - 25 May 2023*
 - *Non-Semester – Bedford Park – In person - Held 28 February - 22 August 2023 (night classes)*
 - *Non-Semester – Bedford Park - In person **Intensive** – Held 9 January - 10 February 2023*
 - *Non-Semester – Flinders – Online - Held 27 February - 24 May 2023*
 - *Non-Semester – Flinders - Online **Intensive** – Held 9 January - 10 February 2023*
 - *Non-Semester – Noarlunga– In person - Held 27 February - 24 May 2023*
 - *Non-Semester – Elizabeth - In person - Held 28 February - 25 May 2023*
 - *Non-Semester – Bedford Park - In Person **Intensive** - Held 29 May - 30 June 2023*
 - *Non-Semester – Bedford Park - Online **Intensive** - Held 29 May - 30 June 2023*
 - b. If you were made an offer for Semester 2 2023 you will have the following options when choosing your availability:
 - *Non-Semester - Adelaide CBD – In person - Held 25 July - 26 October 2023*
 - *Non-Semester – Noarlunga – In person - Held 24 July - 25 October 2023*
 - *Non-Semester – Elizabeth – In person - Held 25 July - 26 October 2023*
 - *Non-Semester – Flinders – Online - Held 24 July - 25 October 2023*



NOTE: If you change your mind about which location and or mode you wish to study, you can simply withdraw from your chosen topic, and enrol at the location you wish to attend. This will be possible until the commencement of the program.

Enrolment Support is available by contacting Flinders

Connect: Online: [AskFlinders](#)

Phone: 1300 354 633 (option 2)

Conditional Offers

Conditional offers may be made and will be tagged in the application and details of conditions to be met will be listed on the application and detailed in the offer letter.

Enrolment will not be possible until the condition is met.

Unsuccessful application

You will be notified via your preferred email if your application has been unsuccessful. If you wish to discuss your options, please contact us on 1300 354 633 (option 1).