

Completing your enrolment checklist

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After you've accepted your offer, you must complete your enrolment checklist to be eligible to enrol in your classes. New students may complete their checklist at any time, even prior to your official enrolment date. Continuing students will need to wait until enrolments open.

To begin, go to the FedUni Homepage www.federation.edu.au and click on the my Student Centre link

The screenshot shows the top navigation menu of the Federation University Australia website. The menu includes links for 'Open to students and physical education', 'Visual arts', 'International', 'Online learning', 'Research', and 'TAFE'. Below the menu is a 'Browse all courses' link. The main content area features several news items, including 'eVALUate - Student feedback', 'The best relationships start online', 'Success lives here', and 'Industry Placement Program'. The footer contains a 'Quick links' section with 'my Student Centre' highlighted in a pink circle, along with 'Faculties and Schools', 'Login to', and 'Contact us' sections.

Login to the my Student Centre using your Student ID number and password. Below is the log in screen for desktop and mobile device.

The screenshot shows the login screen for the my Student Centre. The page features the Federation University Australia logo and the text 'my Student Centre'. There are two input fields: one for the Student ID number (containing '0210121') and one for the password. A 'Sign in' button is located below the password field. To the right of the login form, there is a 'System Support' section with links for 'Reset Password' and 'Need help logging in?'. A 'Find us on Facebook' button is also present.

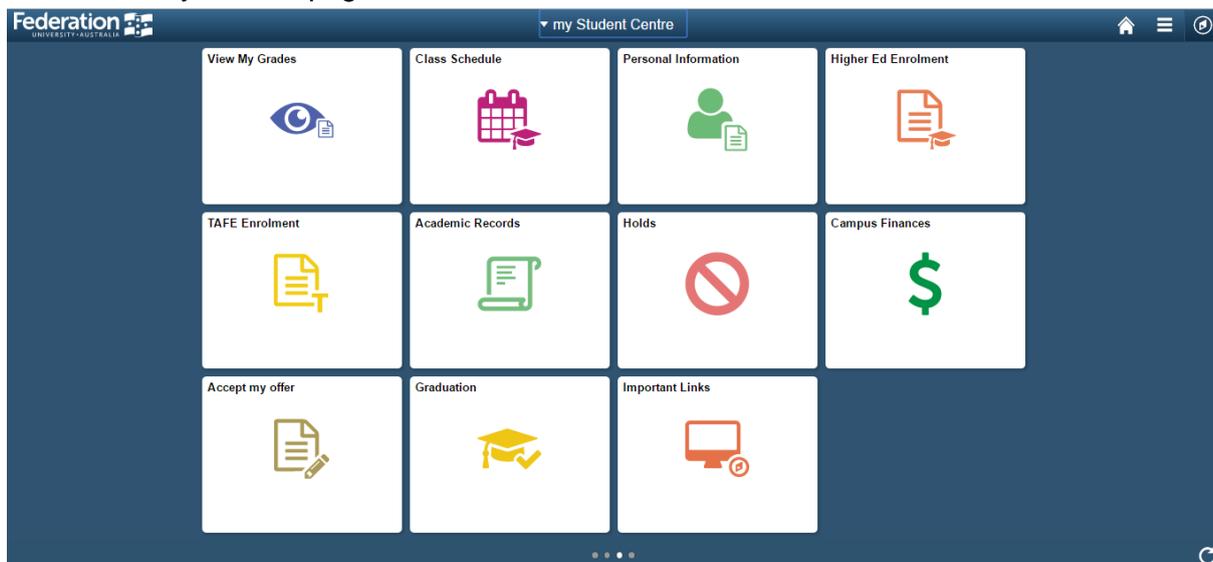


my Student Centre

System Support

[Reset Password](#)
[Need help logging in?](#)

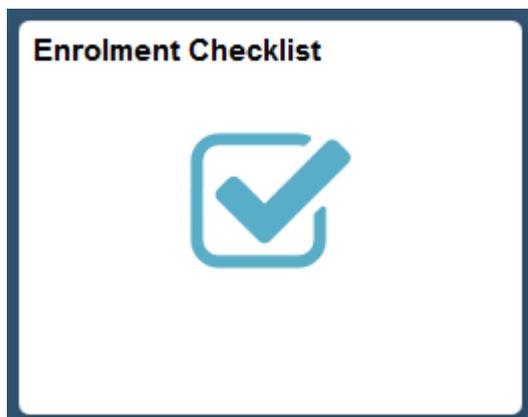
You will see your Homepage.



The screenshot shows the 'my Student Centre' dashboard with a grid of tiles. The tiles are:

- View My Grades (eye icon)
- Class Schedule (calendar icon)
- Personal Information (person icon)
- Higher Ed Enrolment (document icon)
- TAFE Enrolment (document icon)
- Academic Records (book icon)
- Holds (prohibited sign icon)
- Campus Finances (dollar sign icon)
- Accept my offer (document icon)
- Graduation (graduation cap icon)
- Important Links (computer monitor icon)

Select the **Enrolment Checklist** tile.



All checklist items must be completed in order

Click on **ITEM 1: Complete the Federation University Disclaimer**

Read the Federation University disclaimer

enrolment and/or incomplete application may result in a withdrawal of any offer, and/or cancellation of enrolment at Federation University Australia, particularly if it relates to my eligibility for government subsidised training.

- I understand that it is my responsibility to provide all relevant and required documentation and to notify Federation University Australia of any changes to my information (including my contact details).
- I declare that the information provided to Federation University Australia is to the best of my knowledge true, correct and complete at the time of my enrolment/application.
- I acknowledge that the University will correspond with me via any of the following means: on official University noticeboards, to my nominated correspondence address and electronically via my University email account.
- I acknowledge that my photograph may be taken and used by the University for identification and also for other purposes associated with the University's administrative, academic and promotional functions. It is my responsibility to contact the University's Privacy Officer in writing if I wish to have my photograph withheld from University use for any of these purposes.
- I acknowledge that the University uses the "Turnitin" process to detect instances of plagiarism and I consent to my work being submitted to Turnitin during the period of my enrolment at Federation University.
- I consent to use and disclosure of the information in connection with my enrolment for the purpose and in the circumstances described above.
- I authorise Federation University Australia to release my results/attendance records for this enrolment to my employer or sponsoring organisation and other education providers in appropriate circumstances.

[I ACCEPT](#) [RETURN TO CHECKLIST](#)

Accept the disclaimer by clicking **I ACCEPT**

Return to the Enrolment Checklist by clicking **RETURN TO CHECKLIST**

Click on **ITEM 2: Complete your eCAF if required**

To Do Item	Item Status
1 Complete the Federation University Disclaimer	Complete
2 Complete your eCAF if required ←	Awaiting Review
3 SA-HELP Complete if Required	Awaiting Review
4 Check your address details	Awaiting Review
5 Check your telephone numbers	Awaiting Review
6 Check your email addresses	Awaiting Review
7 Check your emergency contact information	Awaiting Review
8 Complete your statistical details	Awaiting Review

If you have been offered a Commonwealth Supported Place you must complete the eCAF now otherwise you will not be able to enrol into your classes.

You must complete an eCAF even if you do not want a HECS-HELP loan.

Check the correct course is listed in eCAF Form and click submit.

Electronic Commonwealth Assistance Forms

Please select an action below to view or submit a Commonwealth Assistance Form for your program(s).

Academic Program	Status	CAF Type	Action
BB5	Bachelor of Business	Active in Program	Submit

The HECS-HELP form will open - complete the form as directed.

Australian Citizens will need to answer both parts of **question 7**.

7. What is your citizenship status? (Please select the option(s) that relate to you)

I am an **Australian citizen**

Will you undertake in Australia any units of study contributing to the course of study of which the unit forms a part? Yes No

I am a **New Zealand citizen** (who is not also the holder of a permanent visa)

I am the **holder of a permanent visa**

Note: if you are a New Zealand citizen, the holder of a permanent visa (non humanitarian subclass), or the holder of a permanent humanitarian visa who will not be resident in Australia for the duration of your unit(s) of study **you are not eligible for a Commonwealth supported place**. If you are a New Zealand citizen or a permanent visa holder (non humanitarian subclass) you are not eligible for HECS-HELP assistance and you **MUST make a full upfront payment** of your student contribution to your provider on or before the census date for your unit(s) of study. If you do not make a full upfront payment on or before the census date, your enrolment as a Commonwealth supported student will be cancelled. **By signing this form, you declare that you understand this requirement.**

[Go to Question 8](#)

You are not eligible for Commonwealth support and HECS-HELP. Do not complete this form.

Once you have completed your eCAF, click 'Submit Form'

11. Indication of payment option:

Complete **ONLY** if you are an Australian citizen or the holder of a permanent humanitarian visa.

In what way do you intend to pay your student contribution?

Full upfront payment of my student contribution amount (You only need to pay 90% of your student contribution amount on or before the census date)

Obtain a HECS-HELP loan for ALL or PART of my student contribution amount (You must provide your TFN or a certificate from the Tax Office on or before the census date)

If obtaining a HECS-HELP loan, do you wish to make a partial upfront payment of your student contribution amount? (Payments of \$500 or more will attract a 10% discount) Yes No

Note: This is only an indication of your payment option. Your actual payment option is determined at the end of the census date for each unit of study on the basis of any upfront payments you have made.

SUBMIT FORM RETURN

Scroll to the bottom of the form to ensure that it has been successfully submitted. Select 'Return' to exit the form.

11. Indication of payment option:
Complete ONLY if you are an Australian citizen or the holder of a permanent humanitarian visa.

In what way do you intend to pay your student contribution?

Full upfront payment of my student contribution amount
 (You only need to pay 90% of your student contribution amount on or before the census date)

Obtain a HECS-HELP loan for ALL or PART of my student contribution amount
 (You must provide your TFN or a certificate from the Tax Office on or before the census date)

Yes
 No
If obtaining a HECS-HELP loan, do you wish to make a partial upfront payment of your student contribution amount?
 (Payments of \$500 or more will attract a 10% discount)

Note: This is only an indication of your payment option. Your actual payment option is determined at the end of the census date for each unit of study on the basis of any upfront payments you have made.

Form submitted: 14/09/2016 13:08:18

Click on the **ITEM 3: SA-HELP Complete if Required**

To Do Item	Item Status
1 Complete the Federation University Disclaimer	Complete
2 Complete your eCAF if required	Complete
3 SA-HELP Complete if Required ←	Awaiting Review
4 Check your address details	Awaiting Review
5 Check your telephone numbers	Awaiting Review
6 Check your email addresses	Awaiting Review
7 Check your emergency contact information	Awaiting Review
8 Complete your statistical details	Awaiting Review

SA-HELP is a loan scheme that assists eligible students to pay for all or part of their Student Services and Amenities Fee

Check that your program is correct and click Submit

Academic Program	Status	CAF Type	Action
BB5	Bachelor of Business	Active in Program	CSP 2005+ Submit

If the you are an Australian Citizen you will need to answer both parts of question 5 This form cannot be submitted until it is answered

5. **What is your citizenship status?**
(please tick the box that applies to you)

I am an **Australian citizen**

Will you undertake in Australia at least some of your course of study? Yes
 No

I am a **permanent humanitarian visa holder** resident in Australia and I will undertake at least some of my course of study in Australia

If you do not meet either of the above categories, you are not eligible for SA-HELP assistance. Do not complete this form.

When completed, select 'Submit Form'

• **understand that:**

- you will repay to the ATO the amount that the Commonwealth has loaned to you when your income reaches a certain level, even if you have not completed your studies;
- your HELP will be indexed annually in line with the Act;
- you will not be able to obtain a SA-HELP loan if you do not meet the TFN requirements;
- you are able to cancel this request, in writing, at any time, with your provider, and that it will no longer apply from that time. However, this must be done before the day on which the fee is payable to your provider, otherwise you will have a debt to the Australian Government that you are legally required to repay;
- if your eligibility for SA-HELP changes, you must notify your provider;
- your personal information will be collected and stored by the Department of Education, Employment and Workplace Relations in order to administer your Commonwealth assistance and may be shared for this purpose with the ATO and the Department of Industry, Innovation, Science, Research and Tertiary Education;
- the authority to collect the information on this form is contained in the Act;
- the information may not otherwise be disclosed without your consent unless authorised or required by law; and
- giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.**

Go to item 8

8. **Declaration:**
I declare that I have read Part 7 above and agree to the terms stated:

SUBMIT FORM

On the next page, select Return to Checklist

Student Services and Amenities Form - SA-HELP

Please select an action below to view or submit the Student Services and Amenities form for your program(s).

Academic Program	Campus	Description	Academic Program Status	Action
BX9	MTH	Master of Professional Accounting	Active in Program	View
BO4	MTH	Graduate Diploma of Professional Accounting	Cancelled	View
MM8	MTH	Bachelor of Management (Honours)	Active in Program	View
BC5	MTH	Bachelor of Commerce	Discontinued	View

The Student Services Amenities Fee, which has been introduced by the Federal Government for implementation in 2012, allows HEPs to charge Higher Education students a fee which can be used to provide services and amenities to enhance their student experience. Students will be able to defer their SSAF by way of the SA-Help loan (similar to HECS). Funds collected from this fee have specific nominated categories which they can be spent on and these are outlined in the government Guidelines. Support of the student representative body is required under the SSAF guidelines for how these funds are to be spent.

[RETURN TO CHECKLIST](#)

go to ...

Check your address details, telephone numbers, email addresses and emergency contact information

Confirmed the information in each section. The next checklist item will be made available once the previous one has been completed

To Do Item	Item Status
1 Complete the Federation University Disclaimer	Complete
2 Complete your eCAF if required	Complete
3 SA-HELP Complete if Required	Complete
4 Check your address details	Complete
5 Check your telephone numbers	Complete
6 Check your email addresses	Complete
7 Check your emergency contact information	Complete
8 Complete your statistical details	Awaiting Review

Click on the **ITEM 8: Complete your statistical details** link

Answer questions one through 6 and then proceed to the Complete Your Higher Education Statistical Data link

Statistical Data

CITIZENSHIP/RESIDENCY

Q1. Your current citizenship/residency status is: Australian Citizen
To change your citizenship status, please forward documentary evidence to Student Administration at your relevant campus.

STUDENT BACKGROUND

Q2. Are you of Aboriginal or Torres Strait Islander origin? Non indigenous - not Aborig nor Torres Strait Isl

Q3. In which country were you born? Australia

Q4. What language do you speak at home? **You do not have to complete this question**

Q5. How well do you speak English?

Q6. Have you ever spent time in formal out-of-home care?
(Note: out-of-home care could include foster care, residential care, kinship care, or being a ward of the State).

STATISTICAL DATA

HIGHER EDUCATION STATISTICAL DATA

[Complete your Higher Education Statistical Data](#) Awaiting Completion

BACK

Complete the form as directed, clicking 'Next' to move to the next page

Complete questions regarding the education level of your parents or guardians and then click Submit

Education Level of Your Parents or Guardians

These questions are about the highest level of education completed by your parents or guardians.

The Australian Government Department of Employment, Education and Workplace Relations requires this information to be collected for statistical purposes.

Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

PARENT/GUARDIAN 1
(Select at least one of the following options)

Female Male No parent/guardian

What is the highest level of education completed by your parent/guardian 1?
(Select at least one of the following options)

Education Level:

PARENT/GUARDIAN 2
(Select at least one of the following options)

Female Male No parent/guardian

What is the highest level of education completed by your parent/guardian 2?
(Select at least one of the following options)

Education Level:

BACK SUBMIT

This is collected for the Department of Education and Workplace relations for statistical purposes

Once you have completed all sections click Done, Return to Checklist

Statistical Data

CITIZENSHIP/RESIDENCY

Q1. Your current citizenship/residency status is:
To change your citizenship status, please forward documentary evidence to Student Administration at your relevant campus.

LANGUAGE AND CULTURAL DIVERSITY

Q2. Are you of Aboriginal or Torres Strait Islander origin?
Q3. In which country were you born?
Q4. If you were **not** born in Australia, what year did you arrive in Australia? **You do not have to complete this question**
Q5. What language do you speak at home? **You do not have to complete this question**
Q6. How well do you speak English?

STATISTICAL DATA

HIGHER EDUCATION STATISTICAL DATA

[Complete your Higher Education Statistical Data](#)

Completed

DONE. RETURN TO CHECKLIST

Once you have completed all items click Submit Checklist. You're now ready to enrol in to your classes

	To Do Item	Item Status
1	Complete the Federation University Disclaimer	Complete
2	Complete your eCAF if required	Complete
3	SA-HELP Complete if Required	Complete
4	Check your address details	Complete
5	Check your telephone numbers	Complete
6	Check your email addresses	Complete
7	Check your emergency contact information	Complete
8	Complete your statistical details	Complete

SUBMIT CHECKLIST