

TAFE Students – How do I enrol

my Student Centre | mysc.federation.edu.au | 1800 FED UNI

How to enrol in my Student Centre

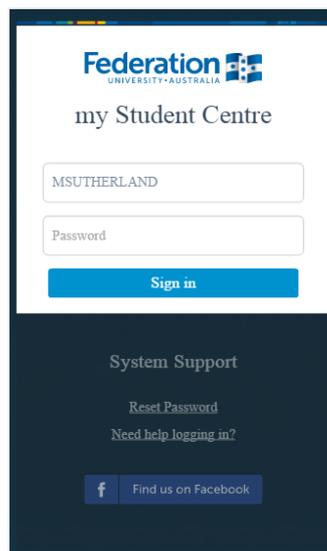
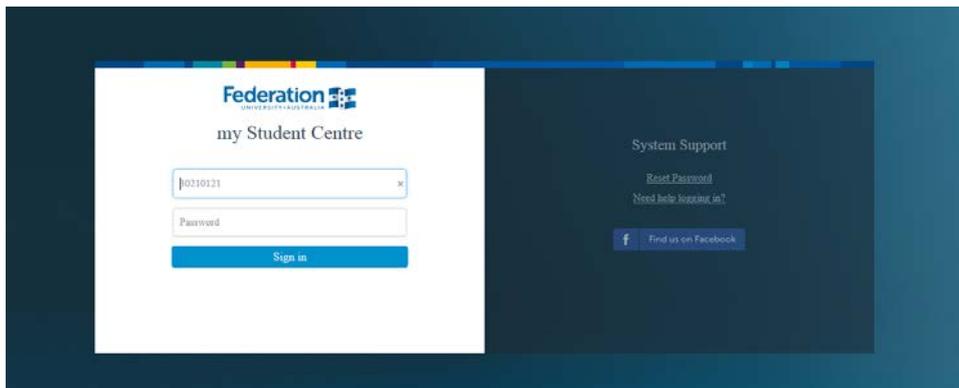
Important:

Before you can complete your enrolment in my Student Centre, you are required to complete an enrolment checklist. For information on how to complete your enrolment checklist, please refer to the 'Guide to complete the enrolment checklist' document.

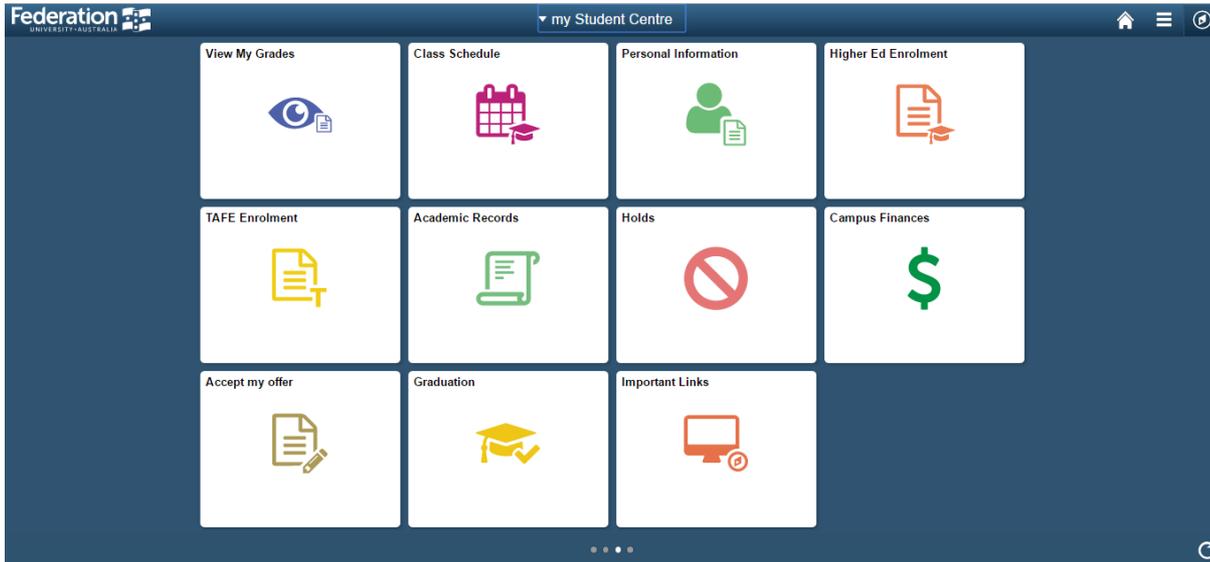
Steps

1. Go to mySC.federation.edu.au
2. Enter your **User ID** number (Student ID) and **Password**, then select the **Sign In** button.
3. Your **User ID**: is your student number starting with the numbers 30... Your **Password** is the same password you use to logon to all Federation University computers.

If you are having trouble logging into my Student Centre please contact the Service Desk on servicedesk@ballarat.edu.au or 5327 9999



4. Once you have logged in you will see your homepage.



5. Click on the **TAFE Enrolment** tile to enrol into your chosen program



6. You will now see the **My Schedule Builder** page. If required, scroll to the bottom of the page to see all of your classes.

My Schedule Builder

Click Enrol in Classes when ready to enrol.

Federation University | CHC50908 Diploma of Children's Services

Federation University | TAFE | Full Year 2014(VET) Year 1

Select Display Option List View

Pending Enrolment

● Open ■ Closed ▲ Wait List ★ None Selected

<p>HLTFA301B Apply First Aid</p> <p>Core 18.00 SCH</p>	<p>● C101 - Class</p> <p>Room: TBA</p>
<p>CHCORG428A Reflect on and improve own professional</p> <p>Core 120.00 SCH</p>	<p>● C101 - Class</p> <p>Room: TBA</p>
<p>CHCCN511A Establish, Maintain a Safe and Healthy E</p> <p>Core 40.00 SCH</p>	<p>● C101 - Class</p> <p>Room: TBA</p>
<p>CHCRF511A Work in Partnership with Families to Pro</p> <p>Core 70.00 SCH</p>	<p>● C101 - Class</p> <p>Room: TBA</p>

[ENROL IN CLASSES](#)

7. When you are ready to enrol - Click the **ENROL IN CLASSES** button.

Important Message: Concession Page

If you are eligible for a concession you will be asked to enter your concession details here.

Important Note:

You *must* present your concession card as evidence to Student Administration within 10 working days of enrolling. If you do not present your concession card within this timeframe you will be invoiced for the non-concession rate for your Program.

8. If the concession page **does not display** for you, continue your enrolment and click on the **FINISH ENROLLING** button.

9. If you **do not** hold a current concession, click the **I DO NOT HOLD A CONCESSION CARD** button and proceed with your enrolment.

10. If you hold a current concession card, click the **I HOLD A CURRENT CONCESSION CARD** button.

11. For this example, Click the **I hold a current concession card** button. You will be directed to the **Concession Information** page where you are required to enter your concession details.

Concession Eligibility

Eligibility

To be eligible for concession you must be enrolling into an eligible Government Funded Program and hold a **current**:

- Health Care Card or
- Pensioner Concession Card or
- Veterans Gold Card

If you are a holder of a concession card listed above, this card must be presented to Student Administration within 10 working days of this enrolment or you will be charged the non-concession rate.

I HOLD A CURRENT CONCESSION CARD

I DO NOT HOLD A CONCESSION CARD

12. Enter your Concession Card Details into the relevant fields

13. Click on the **CONFIRM CONCESSION** button. You will now be directed back to **my Schedule Builder** to confirm your classes.

Concession Information

Information

Please enter your **current** concession card information below:

Concession Type:

Concession Card Number:

Card Expiry Date:

I confirm that the above concession information is correct.

I understand that my concession card must be presented to Student Administration within 10 working days of enrolling. If I do not present my concession card within this timeframe, I understand that I will be obliged to pay the non-concession rate.

14. Scroll to the bottom of the page and click on the **FINISH ENROLLING** button.

My Schedule Builder

To proceed with this enrolment, please click on the Finish Enrolling button.

Federation University | TAFE | Full Year 2014(VET) Year 1

Confirm Classes to Enrol

HLTFA301B Apply First Aid Core | 18.00 SCH

Class	Component	Schedule	Location	Instructor	Status
EDART 436091-C101 (10654)	Class		TBA	C. Huxtable	●

CHCORG428A Reflect on and improve own professional Core | 120.00 SCH

Class	Component	Schedule	Location	Instructor	Status
EDART 438151-C101 (10655)	Class		TBA	C. Huxtable	●

CHCCN511A Establish, Maintain a Safe and Healthy E Core | 40.00 SCH

Class	Component	Schedule	Location	Instructor	Status
EDART 442141-C101 (10656)	Class		TBA	R. Huxtable	●

CHCRF511A Work in Partnership with Families to Pro Core | 70.00 SCH

Class	Component	Schedule	Location	Instructor	Status
EDART 443301-C101 (10657)	Class		TBA	D. Huxtable	●

15. The confirmation of fees page will show the fees and charges for your Program, including any material fees, if they are applicable. You may need to scroll to the bottom of this page to confirm your fees.

Confirm that the information is accurate and click the **CONFIRM ENROLMENT** button.

Confirmation of Fees

This is a confirmation of your fees for the courses/units listed below.

By clicking the 'Confirm Enrolment' button below you agree to pay the fees and charges applicable to, and arising from, your enrolment. The fees listed below have been calculated based on the information you have provided during the enrolment process. The University reserves the right to amend these fees if you have provided incorrect or incomplete information, or if you do not provide the required documentation within the relevant time frames specified by the University.

If your employer or a third party has agreed to pay your fees and has completed the 'Employer Authorisation to Pay Tuition Fees' form then they will be invoiced for your fees by the University.

If you have any questions regarding your fees please contact Student Financials on (03) 5327 9513.

You confirm that you have read the University's [refund policy](#) prior to confirming your enrolment.

To finalise your enrolment please click the 'Confirm Enrolment' button.

If you do not wish to proceed with this enrolment please click the 'Cancel Enrolment' button.

Tuition Fees			
Course/Unit Code	Course/Unit Name	Student Contact Hours (SCH)	Amount
HLTFA301B	Apply First Aid	18.00	72.00
CHCORG428A	Reflect on and improve own professional practice	120.00	480.00
CHCCN511A	Establish, Maintain a Safe and Healthy Environment for Children	40.00	160.00
CHCRF511A	Work in Partnership with Families to Provide Appropriate Care for Children	70.00	280.00

Materials Fees	
Materials Fees Description	Amount
Text Books*	75.34

Total	
GST	7.53
Total	\$1074.87

*Items where GST applies

CONFIRM ENROLMENT **CANCEL ENROLMENT**

16. My Schedule Builder will now show a green tick against the classes where enrolment has been successful.

My Schedule Builder

Federation University | TAFE | Full Year 2014(VET)

Year 1

If all courses/units listed below have a status of 'Success: enrolled', congratulations! You have successfully enrolled.

If one or more course/unit has a status of 'Error: unable to add class' please contact Student Administration.

✔ Success: enrolled
 ✘ Error: unable to add class

	Message	Status
1 TAEDEL401A Plan, Organise and Deliver Group Based	Success: This class has been added to your schedule.	✔
2 TAEDES401A Design and Develop Learning Programs	Success: This class has been added to your schedule.	✔

17. Scroll to the bottom of the page to access payment options. You will be given the option to pay online or to make other payment.

Important:

Please note that if your fees are being paid for by an employer or other sponsor, this will be processed once you have presented an 'Employer Authorisation to Pay Tuition Fees' Form. This may take some time to be processed; you may still see outstanding fees listed on your home page. Please check back in 30 days and you will see if your fees have been transferred to the nominated sponsor.

If payment is being made by you – you may select the Online Payment or Other Payment Option

Make a Payment

Please see below the different payment options for paying your fees.

If you wish to make an online payment using your credit card, please click the 'Online Payment' button.

If you wish to generate a Deposit Slip (PDF document) where you can pay your fees using one of the following methods, please click the 'Other Payment' button.

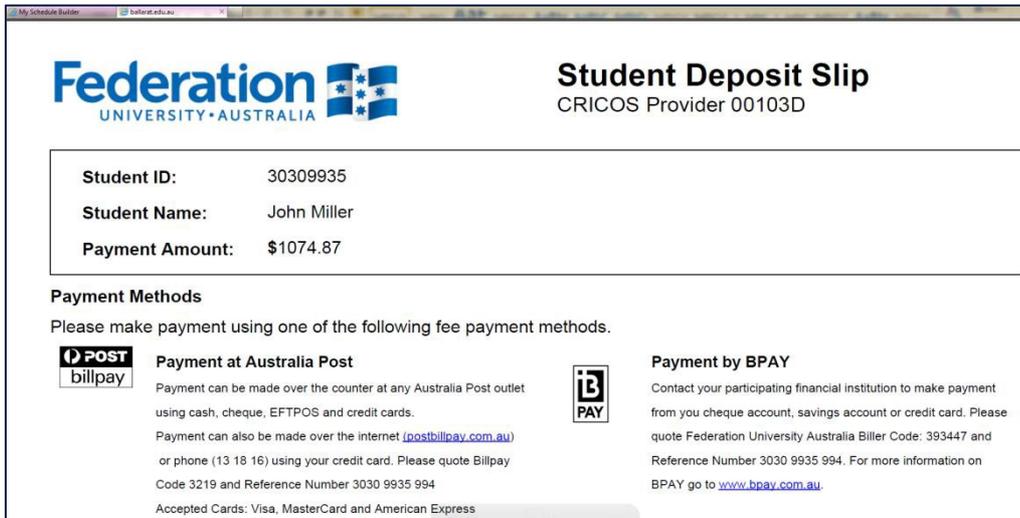
- Australia Post
- BPAY
- In Person
- By Mail

Please Note: The Deposit Slip only displays the total amount of fees owing.

ONLINE PAYMENT

OTHER PAYMENT

18. If you do not wish to pay immediately with a credit card you can click **OTHER PAYMENT** button. The system will open a new tab and display a deposit slip, detailing alternative payment options. You will need to close this window to return to my Student Centre



Federation
UNIVERSITY • AUSTRALIA 

Student Deposit Slip
CRICOS Provider 00103D

Student ID:	30309935
Student Name:	John Miller
Payment Amount:	\$1074.87

Payment Methods
Please make payment using one of the following fee payment methods.

 **Payment at Australia Post**

Payment can be made over the counter at any Australia Post outlet using cash, cheque, EFTPOS and credit cards.

Payment can also be made over the internet (postbillpay.com.au) or phone (13 18 16) using your credit card. Please quote Billpay Code 3219 and Reference Number 3030 9935 994

Accepted Cards: Visa, MasterCard and American Express

 **Payment by BPAY**

Contact your participating financial institution to make payment from you cheque account, savings account or credit card. Please quote Federation University Australia Biller Code: 393447 and Reference Number 3030 9935 994. For more information on BPAY go to www.bpay.com.au.

19. If you click on the **ONLINE PAYMENT** button, the system will direct you to the next page, where you can enter the amounts you wish to pay no

Account Inquiry	Electronic Payments/Purchases
make a payment	refund profile

Make a Payment 1 2 3

1. Specify Payment Amount

Warning: This facility is for the payment of items that appear on your online account which can be seen below or for payments made in advance for tuition and/or health cover fees. DO NOT make payments for any other purpose. Refund of overpayments will be subject to the conditions of the University's refund policy.

Please refer to the **international refund policy** at:
<http://www.federation.edu.au/fdp/international/courses/policies.shtml> or
domestic refund policy at:
http://www.federation.edu.au/fdp/planning_strategy/fees/refunds-he.shtml

Federation University				
Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
EDART Dom GSP Tuition VET - HLTFA301B	future	Full Year 2014 (VET)	72.00	72.00
EDART Dom GSP Tuition VET - CHCCN511A	future	Full Year 2014 (VET)	160.00	160.00
EDART Dom GSP Tuition VET - CHCRF511A	future	Full Year 2014 (VET)	280.00	280.00
EDART Dom GSP Tuition VET - CHCORG428A	future	Full Year 2014 (VET)	480.00	480.00
			0.00	
Total			992.00	992.00

pay charges
zero out amounts
calculate grand total

Payment Summary		
Description	Outstanding Charges	Payment Amount
Federation University	992.00	992.00

Currency used is Australian Dollar.

CANCEL
NEXT

20. Click on the calculate grand total button after you have entered the amounts and then click on the NEXT button

The system will direct you to the next page, where you need to click the **SUBMIT** button.

You will then be re-directed to the ANZ eGatePayment page where you can enter your card details for payment

Account Inquiry

Electronic Payments/Purchases

[make a payment](#)

[refund profile](#)

Make a Payment 1 2 3

2. Confirm Payment

If the information below is accurate, click the **SUBMIT** button. The **SUBMIT** button will transfer you to the ANZ eGate Payment Client where you can enter your Credit Card Details and complete the payment process.

Payment Summary		
Payment Amount	992.00	change payment amount

Currency used is Australian Dollar.

CANCEL
PREVIOUS
SUBMIT

21. Choose your credit card type. For this example, click the **VISA** option

Favorites | Main Menu > Self Service > Campus Finances > Make a Payment

ANZ eGate™

Merchant name: University of Ballarat

How would you like to pay?

Pay securely by clicking on the card logo below:

Your details will be sent to and processed by ANZ eGate.
[Cancel](#)

22. Enter your card details and Click the **enter payment** button. You will receive a successful confirmation message that you can print as a receipt..

Enter your card details

 **VISA** You have chosen **VISA** as your method of payment. Please enter your card details into the form below and click 'enter payment' to complete your purchase.

Card Number:	<input type="text" value="*****"/>
Expiry Date:	<input type="text" value="**"/> / <input type="text" value="**"/> month/year
Security Code:	<input type="text" value="***"/> The 3 digits after the card number on the signature panel of your card.



Purchase Amount: AUD \$ 3031.00

enter payment

Congratulations – You have successfully enrolled.

Now that you have completed your enrolment, you may require a Confirmation of Enrolment form. Information on how to do this can be found in the 'How do I view my Confirmation of Enrolment' video and guide document.