Federation TAFE | TAFE VICTORIA

Non Government Funded
VET (TAFE) Enrolment Form
2024

Students wishing to access a VET Student Loan must complete the VET (TAFE) Enrolment Form 2024

POST PO Box 663 Ballarat VIC 3353 Australia
CALL 1800 FED UNI | **WEB** federation.edu.au
ABN 51 818 692 256

PID No. ☐☐☐☐☐☐☐☐☐

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1. Federation Student Identification Number
☐☐☐☐☐☐☐☐

All questions must be answered for the enrolment to be processed. Please print in block letters using a blue or black pen.

Program Code

2. Previous application and/or enrolment

Have you previously been a student of Federation University?	○ Yes ○ No
If yes, please state Federation Student ID number (if known)	
Has your name changed since your last enrolment?	○ Yes ○ No
Previous name	

Including former institutions: University of Ballarat; Ballarat University College etc.

If **Yes**, you **must** provide documentary evidence (Marriage Certificate, Deed Poll or Statutory Declaration) to support the change

3. Biographical (Personal) details

First name	
Other name	
Family name	
Title	○ Mr ○ Ms ○ Mrs ○ Miss ○ Dr ○ Other:
Date of birth	D D / M M / Y Y Y Y **Gender** ○ Male ○ Female ○ Other

Notes:

Please write the EXACT name that you used when you applied for your Unique Student Identifier (USI) including any middle names.

If you are enrolling in a Diploma or above and wish to defer your fees to a VET Student Loan YOU MUST also ensure your name matches the name recorded at the Australian Taxation Office (ATO).

4. Country of Birth

Country of birth	○ Australia ○ Other (please specify)
If other, what year did you arrive in Australia?	Y Y Y Y

5. Home address

Building/Property	
Unit/Flat Number	**Street number**
Street name	
Suburb/Town	
State/Territory	**Post code**
Telephone: Home	
Telephone: Work	
Telephone: Mobile	
Email	

Please provide the **physical address** of where you **usually live** – street number and name **not post office box**. **Do not** provide any **temporary address** at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

You MUST provide at least one phone number. If more than one please indicate your preferred contact number.

You MUST provide the email address you check most regularly.

6. Mailing (postal) address (if different from above)

Building/Property	
Unit/Flat Number	**Street number**
Street name	
PO Box or Road Side Delivery (RSD) box number	
Suburb/Town	
State / Territory	**Post code**

Student HQ Data Entry Record

Student's data entered
○ YES   D D / M M / Y Y Y Y

Enrolment data entered
○ YES   D D / M M / Y Y Y Y

Student HQ staff signature

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Authorised by: Manager, Student HQ
Document Owner: University Registrar
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7. Do you identify as an Australian Aboriginal or a Torres Strait Islander?

- ○ **No**
- ○ **Yes**, Aboriginal
- ○ **Yes**, Torres Strait Islander
- ○ **Yes, both** Aboriginal and Torres Strait Islander

8. Citizenship / Residency

- ○ **Australian Citizen**
- ○ **New Zealand Citizen**
- ○ **Permanent Humanitarian Visa**
- ○ **Permanent Non-Humanitarian Visa**
- ○ **Overseas Resident**
- ○ **Temporary Entry Permit**

Are you an Asylum Seeker?	○ Yes ○ No

Do you speak a language other than English at home?

- ○ **No**, only English (EN)
- ○ **Yes**. If more than one indicate the one spoken most often:

9. Disability

Do you consider yourself to have a disability, impairment or long-term condition?

- ○ **Yes** (please tick **all** applicable) ○ **No** (go to question 10)

○ Hearing impairment/deaf	○ Physical
○ Vision	○ Intellectual
○ Acquired brain impairment	○ Learning
○ Medical condition	○ Mental Illness

- ○ Learner with Literacy, Numeracy and Digital Literacy Needs
- ○ Other (please specify below):

Would you like to receive advice on support services, equipment and facilities which may assist you with your disability, impairment or long-term condition?

○ Yes   ○ No

10. School education

What is the highest level that you completed at school?

○ Completed Year 12	○ Completed Year 9 or equivalent
○ Completed Year 11	○ Completed Year 8 or lower
○ Completed Year 10	

In which year did you complete that school level? [ ][ ][ ][ ]

Are you still attending secondary school?

○ Yes   ○ No

Student background

Have you ever spent time in formal out-of-home care?	○ Yes ○ No

11. Previous qualifications achieved

Have you successfully completed any of the qualifications listed below?

- ○ **Yes** (please tick **all** applicable)
- ○ **No** (go to question 12)

If Yes, please tick below, then enter one of the Prior Education Achievement Recognition Identifiers for any applicable qualification level

	Australian qualification	Australian equivalent*	International^
○ Bachelor Degree or Higher Degree	○	○	○
○ Advanced Diploma or Associate Degree	○	○	○
○ Diploma (or Associate Diploma)	○	○	○
○ Certificate IV or Advanced Certificate/Technician	○	○	○
○ Certificate III (or Trade Certificate)	○	○	○
○ Certificate II	○	○	○
○ Certificate I	○	○	○
○ Certificates other than the above	○	○	○

* Tick 'Australian equivalent' if your prior education was achieved overseas and you have gone through the process of having the qualification assessed by the relevant government authority in Australia.

^Tick 'International' if you have an overseas (international) qualification but have not had it assessed.

In which year did you **complete** your highest qualification?	[ ][ ][ ][ ]
Was your highest qualification completed as part of a senior secondary qualification (ie VETiS)?	○ Yes ○ No

The highest qualification (not including secondary or high school) I have completed OR expect to complete at the time the training that I am seeking to enrol in is scheduled to start is:

(Include full title of qualification eg. Certificate III in Aged Care, Diploma of Nursing etc.)

12. Emergency contact details

Relationship	○ Parent ○ Friend ○ Relative ○ Spouse/Partner ○ Other
Contact name	
Contact number	

13. Unique Student Number (USI)

Unique Student Number (if known)	[ ][ ][ ][ ][ ][ ] [ ][ ][ ][ ]

From 1 January 2015, Federation University can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at: www.usi.gov.au/students/create-usi on your computer or mobile device. Federation University authorised personnel will access and locate your USI if needed to assist with processing your enrolment. If you do not wish this to happen, please tick here ○

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14. Employment

Which category best describes your current employment status? (Tick one box only)

- ⚪ Full-time employee
- ⚪ Part-time employee
- ⚪ Self employed – not employing others
- ⚪ Self employed – employing others
- ⚪ Employed – unpaid worker in a family business
- ⚪ Jobs Victoria Employment Network client
- ⚪ Head Start Apprentice/Trainee
- ⚪ Unemployed – seeking full-time work (go to question 15)
- ⚪ Unemployed – seeking part-time work (go to question 15)
- ⚪ Not employed – not seeking employment (go to question 15)

Which of the following classifications best describes the industry of your current or previous employer?

- ⚪ Accommodation and Food Services
- ⚪ Administrative and Support Services
- ⚪ Agriculture, Forestry and Fishing
- ⚪ Arts and Recreation Services
- ⚪ Construction
- ⚪ Education and Training
- ⚪ Electricity, Gas, Water and Waste Services
- ⚪ Financial and Insurance Services
- ⚪ Health Care and Social Assistance
- ⚪ Information Media and Telecommunications
- ⚪ Manufacturing
- ⚪ Mining
- ⚪ Professional, Scientific and Technical Services
- ⚪ Public Administration and Safety
- ⚪ Rental, Hiring and Real Estate Services
- ⚪ Retail Trade
- ⚪ Transport, Postal and Warehousing
- ⚪ Wholesale Trade
- ⚪ Other Services:

Which of the following classifications best describes your current or recent occupation?

- ⚪ Auto Supply Chain Worker
- ⚪ Clerical and Administrative Workers
- ⚪ Community and Personal Service Workers
- ⚪ Labourers
- ⚪ Machinery Operator and Drivers
- ⚪ Managers
- ⚪ Professionals
- ⚪ Retrenched Worker
- ⚪ Sales Workers
- ⚪ Technicians and Trade Workers
- ⚪ Veteran
- ⚪ Others:

15. Reason for study

Which category best describes your main reason for undertaking this program/training?

- ⚪ To get a job
- ⚪ To develop my existing business
- ⚪ To start my own business
- ⚪ To try for a different career
- ⚪ To get a better job or promotion
- ⚪ It was a requirement of my job
- ⚪ I wanted extra skills for my job
- ⚪ To get skills for community/voluntary work
- ⚪ To get into another program of study
- ⚪ For personal interest or self development
- ⚪ Woman returning to work
- ⚪ Other reasons

16. Victorian Student Number

Enter your Victorian Student Number (VSN) ☐☐☐☐☐☐☐☐☐

If you provided your VSN number above, you are NOT REQUIRED to answer the remainder of question 16.

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult Community Education provider since 2011?

- ⚪ **Yes** (Please complete the remainder of question 16)
- ⚪ **No** I have not attended a Victorian School since 2009 or a TAFE or other VET Training Provider since the beginning of 2011.

If Yes:

⚪ **Yes, I have attended a Victorian school since 2009**

Please enter below the most recent Victorian school you have attended since 2009.

⚪ **Yes, I have participated in training at a TAFE or other training organisation since the beginning of 2011**

List the most recent training organisations with which you have participated in training in Victoria since 2011. List up to three below.

1	
2	
3	

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Section A: Acknowledgments, privacy statement and disclaimer

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data: Federation University Australia is required to provide the Department with student and training activity data. This includes personal information collected in the Federation University Australia's enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Federation University Australia provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx

Use of your data: The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

A student's USI may be used for specific VET purposes including the verification of student data provided by Federation University Australia; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data: As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocation Education Research (NCVER).

Legal and Regulatory: The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Department/Survey Participation : You may be contacted to participate in a survey conducted by NCVER or a department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. **Please note you may opt out of the NCVER survey at the time of being contacted.**

Consequences of not providing your information: Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints: You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact Federation University Australia's Privacy Officer in the first instance by phone (03) 5327 9021 or (03) 5327 9502 or email privacyofficer@federation.edu.au

Further information: For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: www.education.vic.gov.au/Pages/privacypolicy.aspx

For further information about Unique Student Identifiers, including access, correction and complaints, go to www.usi.gov.au/Students/Pages/student-privacy.aspx

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I acknowledge that I have read and agree to the terms described in this Privacy Statement and Disclaimer and:

• I agree to abide by the Legislation, Policies, Procedures, Standard of Conduct and rules of Federation University Australia

• I agree to pay all fees and charges applicable to, and arising from, this enrolment

• I acknowledge that any false information and/or failing to disclose any relevant information on my application for enrolment and/or an incomplete application may result in the withdrawal of any offer, and/or cancellation of enrolment at the discretion of 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

• 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 consent to use and disclosure of the information in this form for the purposes and in the circumstances described above

• I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

• I acknowledge and understand Federation University Australia reserves the right to cancel a course if insufficient registrations are received and should this occur, I will be notified and all fees fully refunded.

• I have read the refund policy and understand if I should withdraw from my program I may still be liable to pay any outstanding amount/s.

Releasing my enrolment information to an employer or sponsoring organisation – please read carefully

• I authorise Federation University Australia to release my results/ attendance records for this enrolment to my employer or sponsoring organisation.

○ **Yes**   ○ **No**   ○ **Not applicable**

Student Declaration for Section A above

Student Signature		**Date**	D D / M M / Y Y Y Y

Authorised by: Manager, Student HQ
Document Owner: University Registrar
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Section B: This section must be completed for all enrolments

To be completed by the above authorised delegate

Program code

Program name

The applicant is **not eligible** for government funded tuition	**Funding code***	*Funding Codes:	**F** = Full Fee Tuition **FV** = VET in School **ZC** = Corrections Enrolment Note: For other funding codes please contact your relevant Education Manager

Authorised RTO delegate:

Name		**Position**	
Signature		**Date**	D D / M M / Y Y Y Y

Fee Information

Refer to your Statement of Fees for the total indicative fees relevant to the program you are enrolling into, as well as other important information.

Tuition fees for this enrolment instance will be calculated based on the subjects you are enrolling into and the evidence of eligibility you have provided. Material fees may also be applicable to your enrolment – these cover items such as tools, uniforms and excursions. Please note: where additional enrolments are required, fees will be charged as per each enrolment instance. For example, if the program runs into future years, further enrolments may be required.

A Tax Invoice/Statement will be issued for the individual subjects you are enrolling into, and any material fees (if applicable). A new Tax Invoice/Statement will be issued for any activity on your student account. Activity can include adding or dropping of enrolment, payments, and any other adjustments.

Charges may be amended if the information you provided was incorrect, or if you failed to provide the required evidence within specified time frames.

Payment Methods

○ **Student Invoice:** A Tax Invoice/Statement will be sent to your Federation University student email account and can be accessed through my Student Centre (mySC). The due date for your charges can be found on your Tax Invoice/Statement.

○ **FACTS Direct Debit Payment Plan:** This will allow you to apply for a direct debit payment plan to easily manage the payment of your tuition and material fees throughout the calendar year (excluding Diploma/Advanced Diploma tuition fees which are due at each census date).

○ **Sponsor Agreement:** if your employer/sponsor has agreed to pay your fees they must complete the 'Fee Sponsor Agreement' form.
Visit https://federation.edu.au/current-students/essential-info/fees-and-charges/pay-your-fees/sponsorship for further information and access to the form.

Visit **www.federation.edu.au/studentfees** for further fee information, FACTS Direct Debit Payment Plan information, Fee Sponsor Agreement Form, and to access the refund policy.

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