

Completing your Enrolment Checklist Higher Education

After you've accepted your offer, you must complete your Student and Program checklists 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 on a desktop click on **Students**, then **my Student Centre**. On a mobile device click on the **menu**, **Students** then **my Student Centre**.

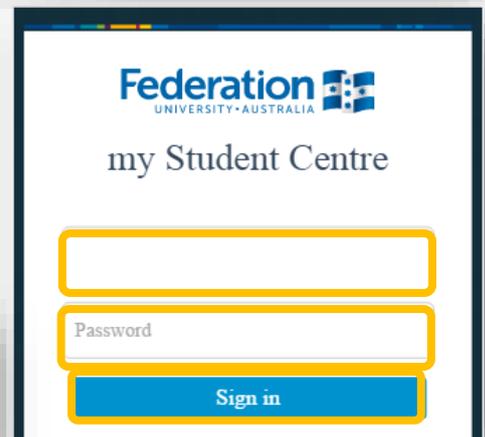
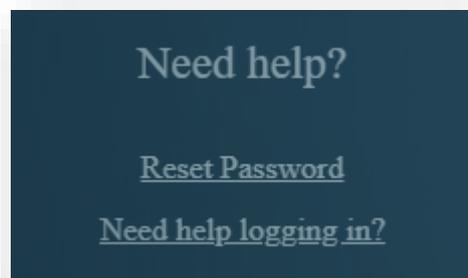


Log in using your Student ID number and password.

Your **User ID**: is your student number starting with the numbers 30XXXXXX

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 click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.

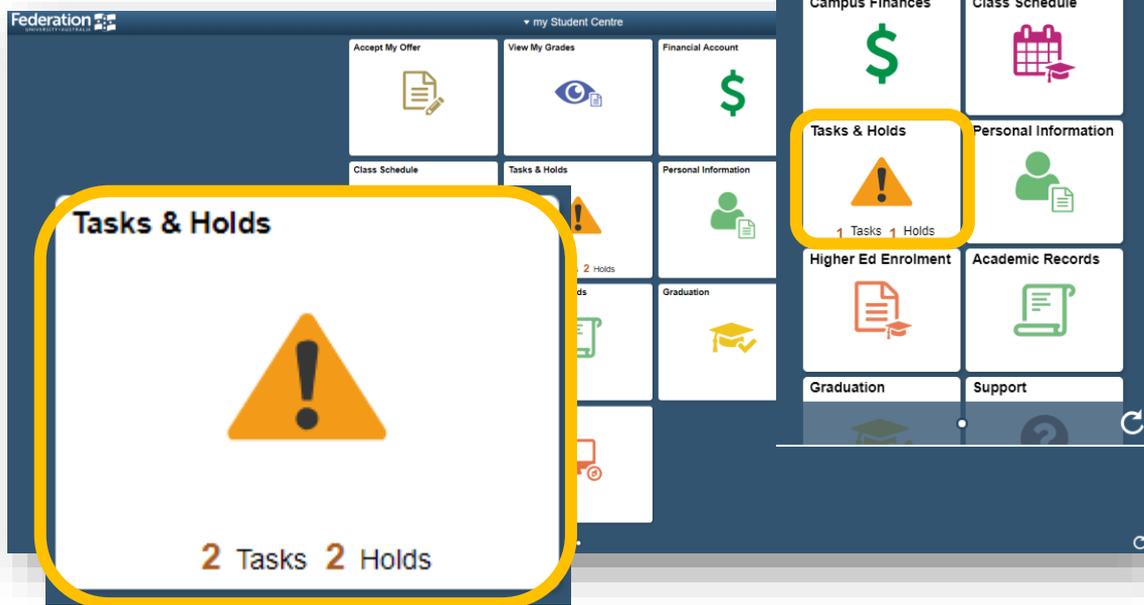


Help

If you are having issues with your checklist or need assistance contact

Student HQ on 1800 FED UNI (1800 333 864) or go to federation.edu.au/askfeduni

Select the **Task & Holds** tile from your homepage.



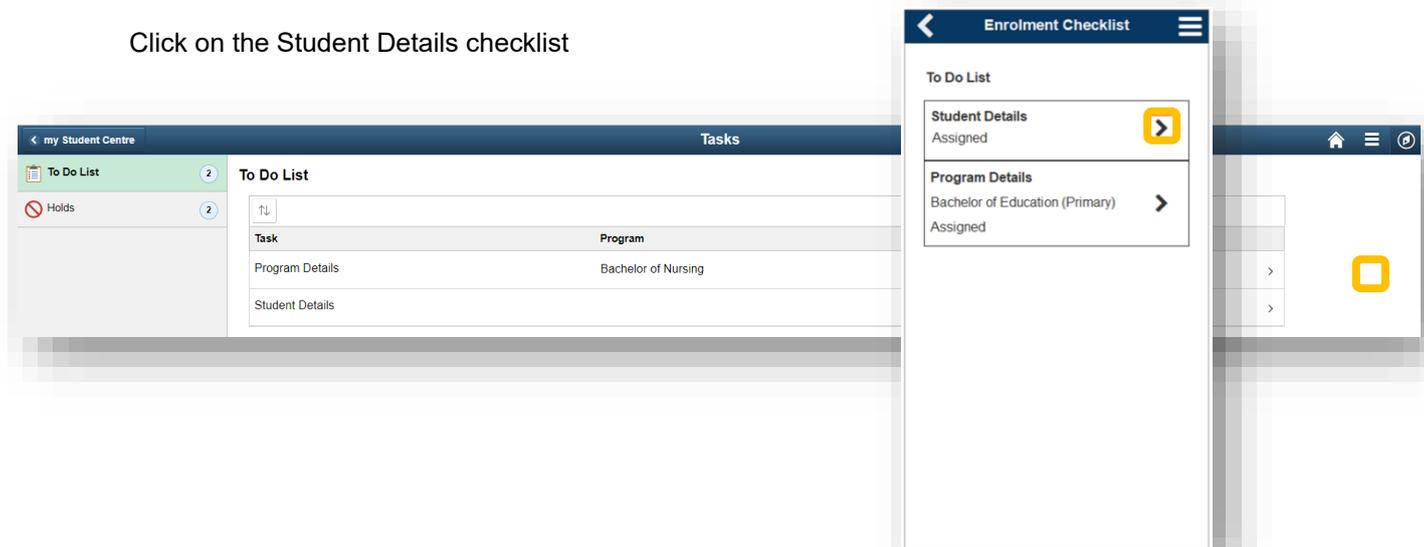
Note when you first enrol you must complete two checklists or you will not be able to enrol into classes.

In this example we are completing the HE Student Details Enrolment Checklist first.

Complete the HE Student Details Enrolment Checklist

Note, if you have applied for more than one program select the relevant program you are enrolling into.

Click on the Student Details checklist



Step 1 of 11 Student Details

Read through

Click **Confirm** to continue.



Step 2 of 11 Unique Student Identifier

See screen shots below

Step 3 of 11 FedUni Disclaimer

Scroll down to read through the FedUni Disclaimer.

Click **Accept** to continue.

Student Details

- 1 Student Details
- 2 Unique Student Identifier
- 3 FedUni Disclaimer
- 4 Address Details
- 5 Contact Details
- 6 Emergency Contacts
- 7 About You
- 8 Disability
- 9 Prior Education
- 10 Education Level – Parents or Guardian
- 11 Complete Task

FedUni Disclaimer

Please read this disclaimer and select the 'Accept' button.

I understand that -

Federation University Australia collects the information sought by this form together with a photograph for the purposes of processing my enrolment or engaged by the University in the delivery of services to me.

The information may be made available to Commonwealth and State Government departments and agencies and to the ESOS Assurance Fund Act 2000 and the National Code. In addition, the information may be used or disclosed to other organisations outside the University where provided, the University may be unable to process my enrolment.

I have the right of access to the correction of personal information in accordance with the relevant privacy legislation and the University's Privacy Policy (http://policy.federation.edu.au/university/general/information_privacy/cht01.php). Enquiries in relation to privacy can be directed to the University's Privacy Officer.

This enrolment and its continuance may be facilitated by government funding. If there is a change in the policy or legislation of any government or other organisation that may affect my enrolment at Federation University Australia may be affected or cancelled. To the extent permitted by law I release Federation University Australia from any liability in relation to my enrolment.

For students eligible for HECS-HELP or FEE-HELP the following privacy statement applies:

Federation University Australia is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 (HESA) and the Department of Education will disclose this information to the Department of Education for these purposes. Federation University Australia and the Department of Education will not otherwise disclose information without my consent unless required by law.

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

- I agree to abide by the Legislation, Policies, Procedures, Standards 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 failure to disclose any relevant information on my application for enrolment and/or income assistance may result in my enrolment being cancelled and I may be liable for any costs incurred by 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 change in my circumstances.
- 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 submission.
- I acknowledge that the University will correspond with me via any of the following means: on official University noticeboards, to my nominated contact person, by email, by post, by telephone, by facsimile, by text message, by social media, or by any other means.
- I acknowledge that my photograph may be taken and used by the University for identification and also for other purposes associated with my enrolment and I consent to my photograph being used for 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 for this purpose.
- 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.

[Printable Page](#)

FedUni Disclaimer

Please read this disclaimer and select the 'Accept' button.

I understand that -

Federation University Australia collects the information sought by this form together with a photograph for the purposes of processing my enrolment or engaged by the University in the delivery of services to me.

The information may be made available to Commonwealth and State Government departments and agencies and to the ESOS Assurance Fund pursuant to the University's obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code. In addition, the information may be used or disclosed to other organisations outside the University where permitted by relevant Privacy legislation. The provision of the information is voluntary, but if this is not provided, the University may be unable to process my enrolment.

I have the right of access to the correction of personal information in accordance with the relevant privacy legislation and the University's Privacy Policy (http://policy.federation.edu.au/university/general/information_privacy/cht01.php). Enquiries in relation to privacy can be directed to the University's Privacy Officer.

Accept

Step 4 of 11 Address Details

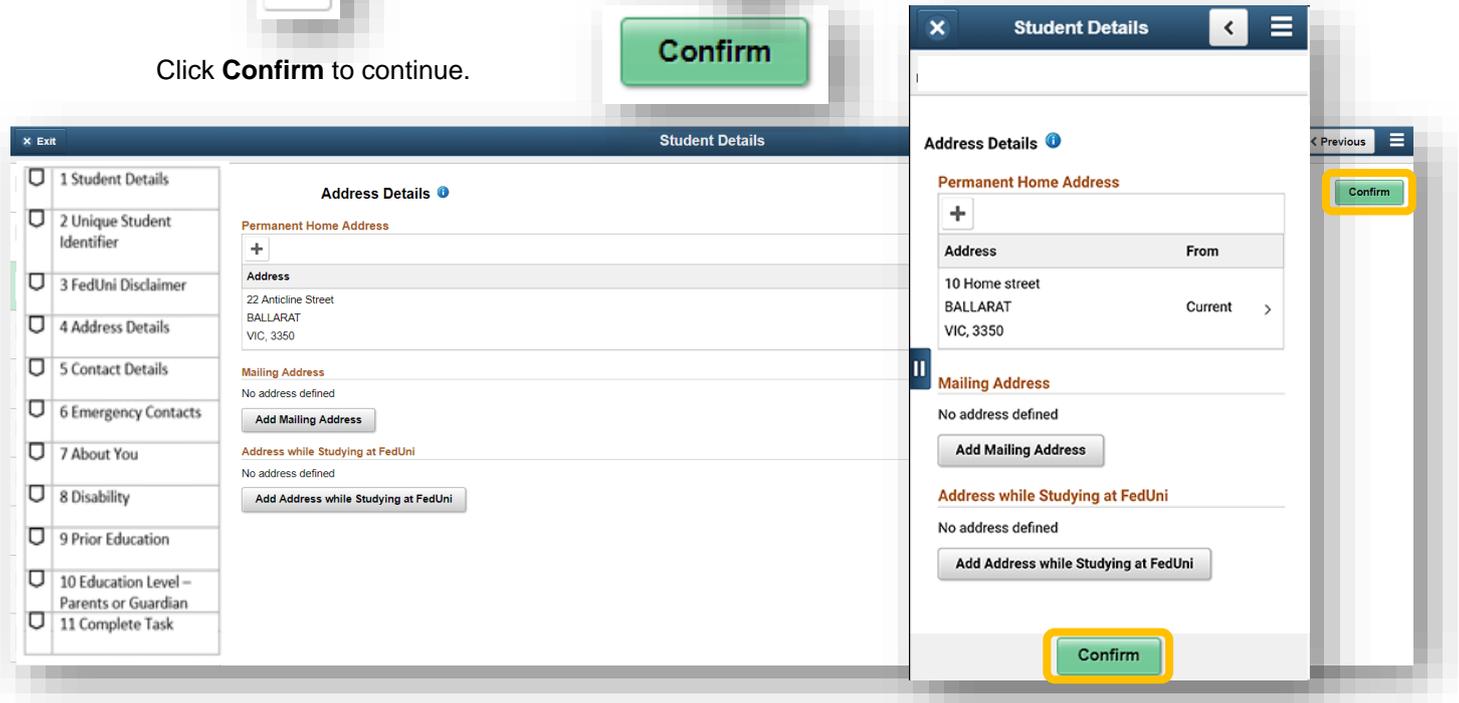
Check your Addresses, add, edit or update.

Important note you must add a Permanent Home Address, Mailing address and Address while Studying at FedUni address before you can continue.

Click +  to add an address Click on >  to edit an address.

Click **Confirm** to continue.

Confirm



Address Details

Permanent Home Address

+ Add

Address

22 Anticline Street
BALLARAT
VIC, 3350

Mailing Address

No address defined

Add Mailing Address

Address while Studying at FedUni

No address defined

Add Address while Studying at FedUni

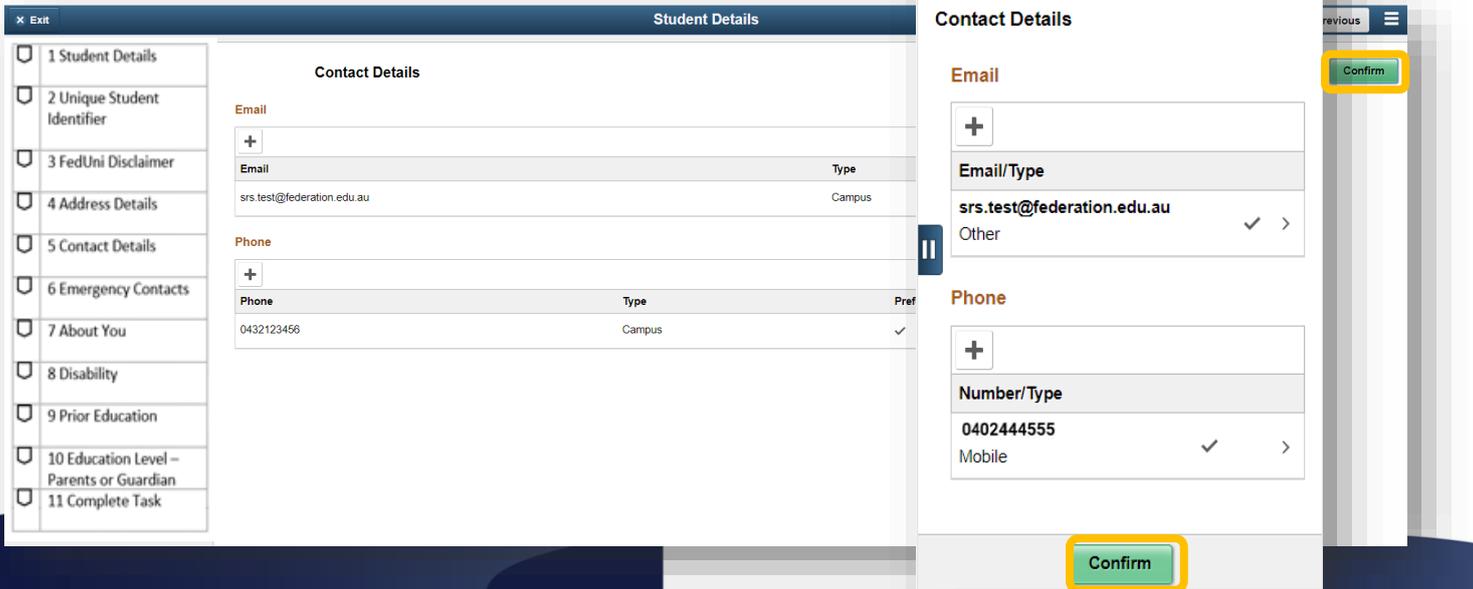
Confirm

Step 5 of 11 Contact Details

Check your email addresses and phone numbers.

Click + to add an address or click on > to edit your address.

Click **Confirm** to continue.



Contact Details

Email

+ Add

Email	Type
srs.test@federation.edu.au	Campus

Phone

+ Add

Phone	Type	Pref
0432123456	Campus	✓

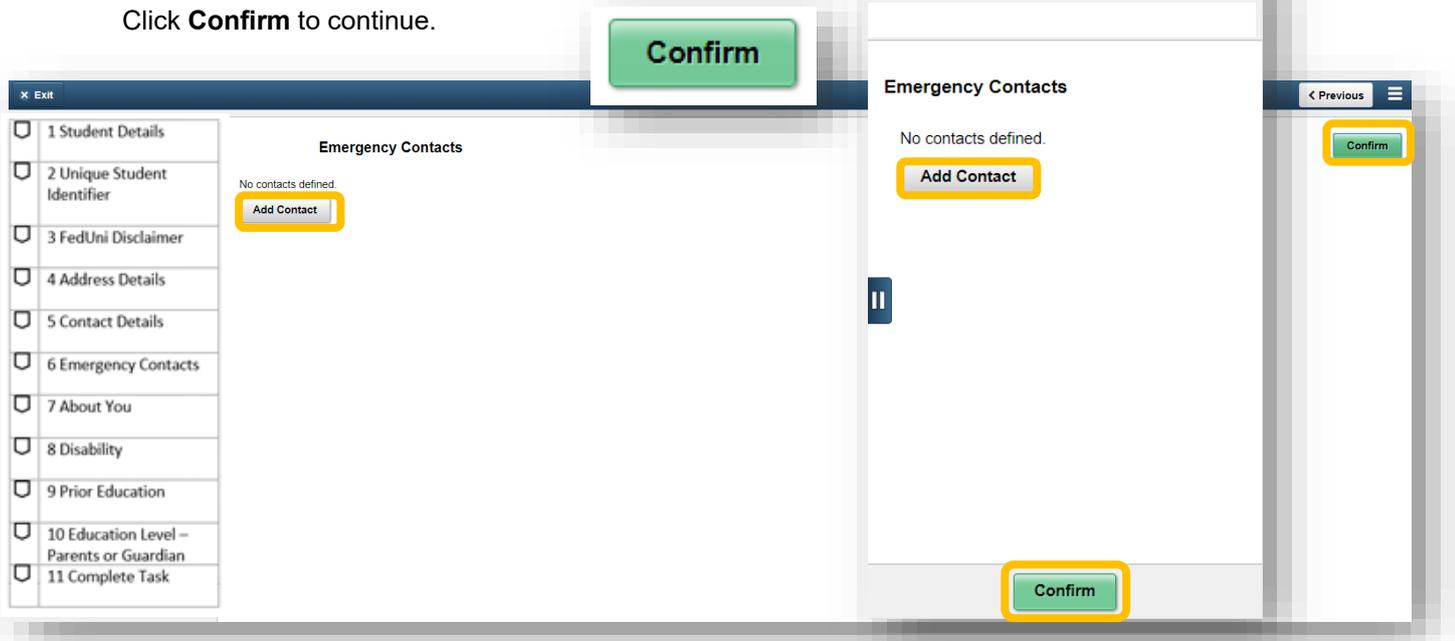
Confirm

Step 6 of 11 Emergency Contacts

Add Emergency Contact(s) by clicking on **Add Contact**.

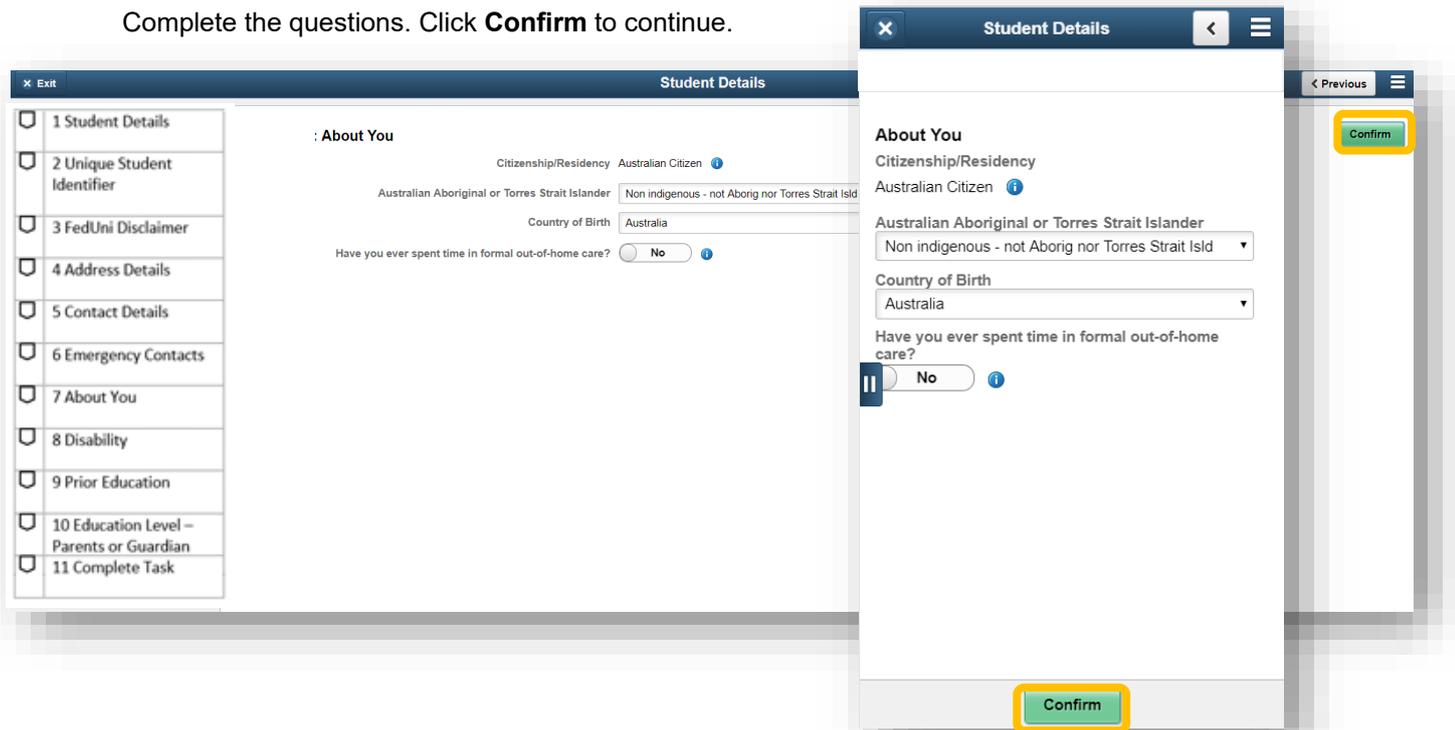
You must provide an Emergency contact to continue.

Click **Confirm** to continue.



Step 7 of 11 About You (Citizenship/Residency)

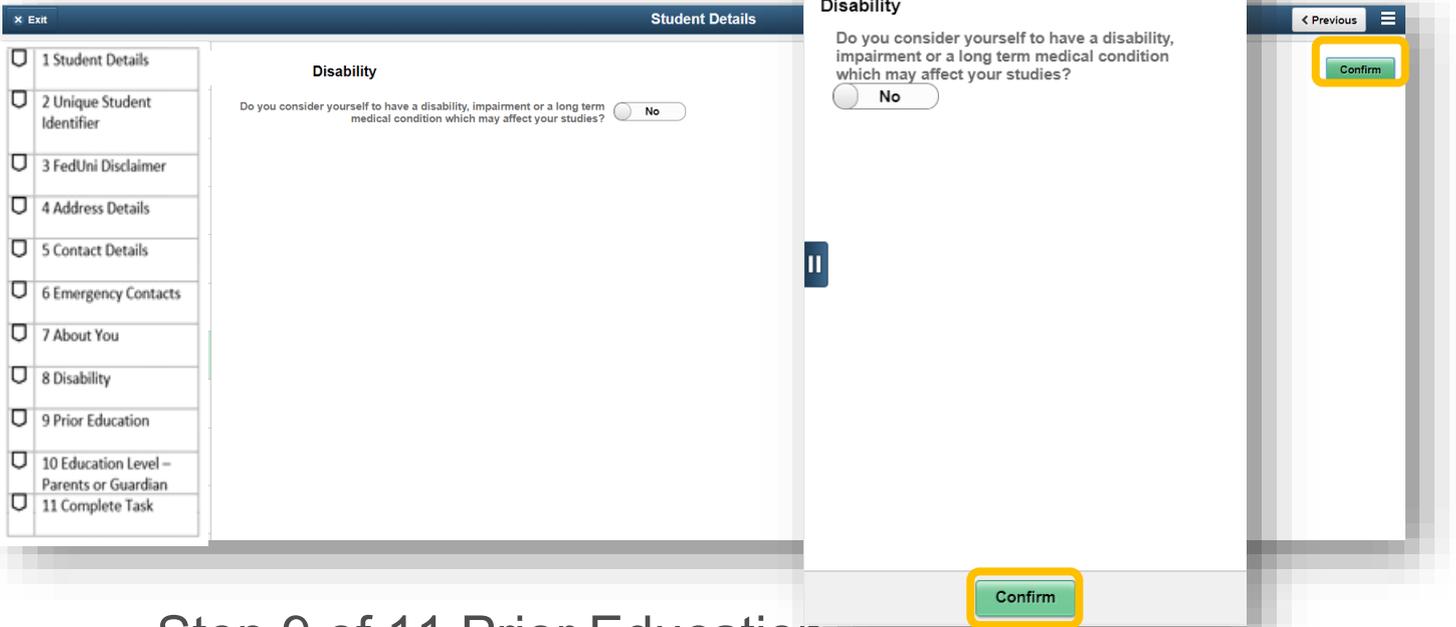
Complete the questions. Click **Confirm** to continue.



Step 8 of 11 Disability

Complete the Disability questions.

Click **Confirm** to continue.



Student Details

- 1 Student Details
- 2 Unique Student Identifier
- 3 FedUni Disclaimer
- 4 Address Details
- 5 Contact Details
- 6 Emergency Contacts
- 7 About You
- 8 Disability
- 9 Prior Education
- 10 Education Level – Parents or Guardian
- 11 Complete Task

Disability

Do you consider yourself to have a disability, impairment or a long term medical condition which may affect your studies? No

Disability

Do you consider yourself to have a disability, impairment or a long term medical condition which may affect your studies?

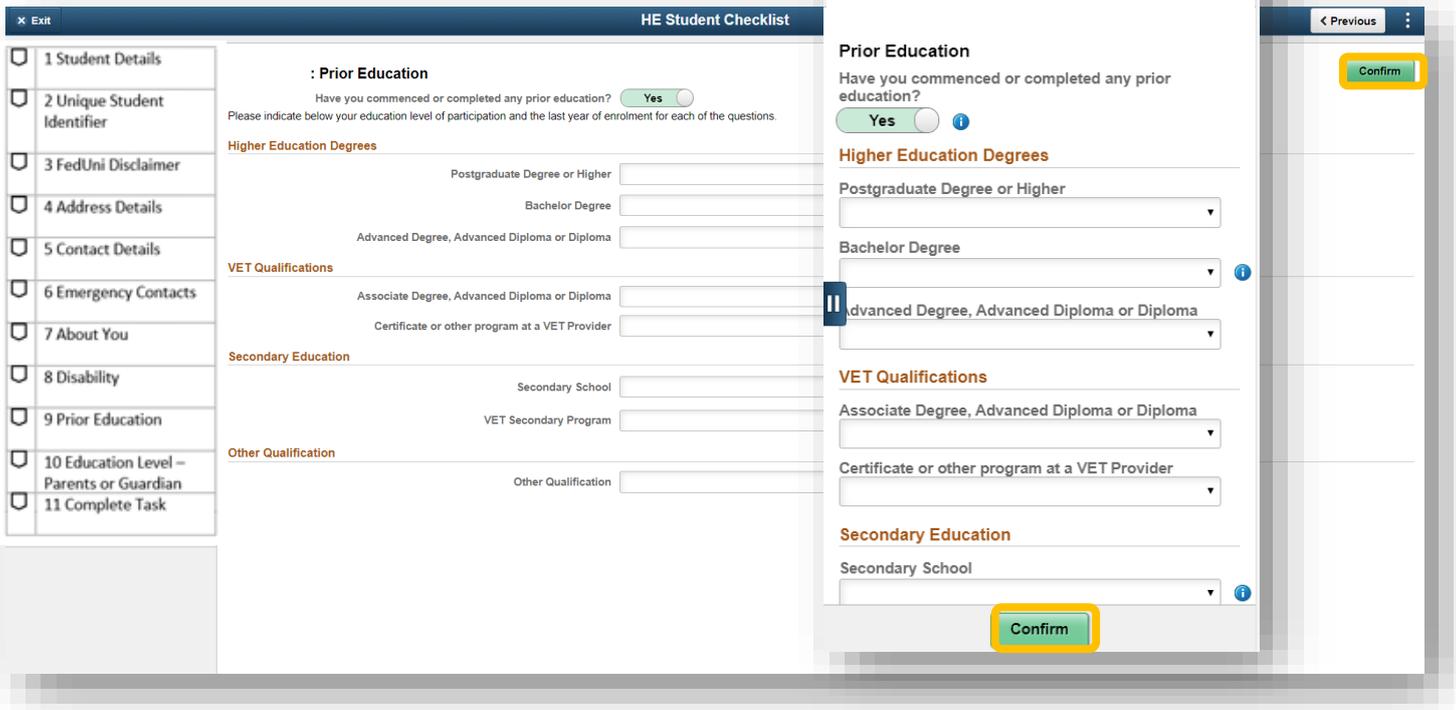
No

Confirm

Step 9 of 11 Prior Education

Complete all Prior Education questions.

Click **Confirm** to Continue.



HE Student Checklist

- 1 Student Details
- 2 Unique Student Identifier
- 3 FedUni Disclaimer
- 4 Address Details
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Prior Education

Have you commenced or completed any prior education? Yes

Please indicate below your education level of participation and the last year of enrolment for each of the questions.

Higher Education Degrees

Postgraduate Degree or Higher

Bachelor Degree

Advanced Degree, Advanced Diploma or Diploma

VET Qualifications

Associate Degree, Advanced Diploma or Diploma

Certificate or other program at a VET Provider

Secondary Education

Secondary School

VET Secondary Program

Other Qualification

Other Qualification

Prior Education

Have you commenced or completed any prior education?

Yes

Higher Education Degrees

Postgraduate Degree or Higher

Bachelor Degree

Advanced Degree, Advanced Diploma or Diploma

VET Qualifications

Associate Degree, Advanced Diploma or Diploma

Certificate or other program at a VET Provider

Secondary Education

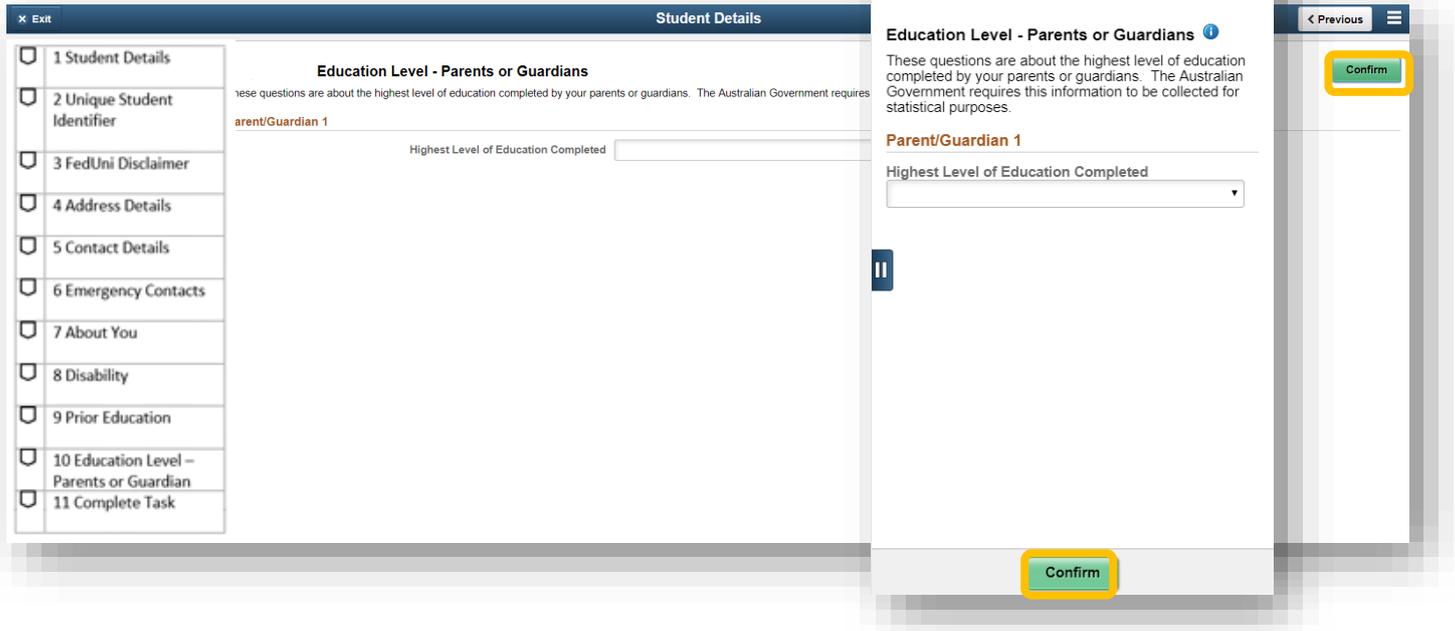
Secondary School

Confirm

Step 10 of 11 Education level – Parents or Guardians

Complete Education level Parents or Guardians questions.

Click **Confirm** to continue.



Student Details

Education Level - Parents or Guardians

These questions are about the highest level of education completed by your parents or guardians. The Australian Government requires this information to be collected for statistical purposes.

Parent/Guardian 1

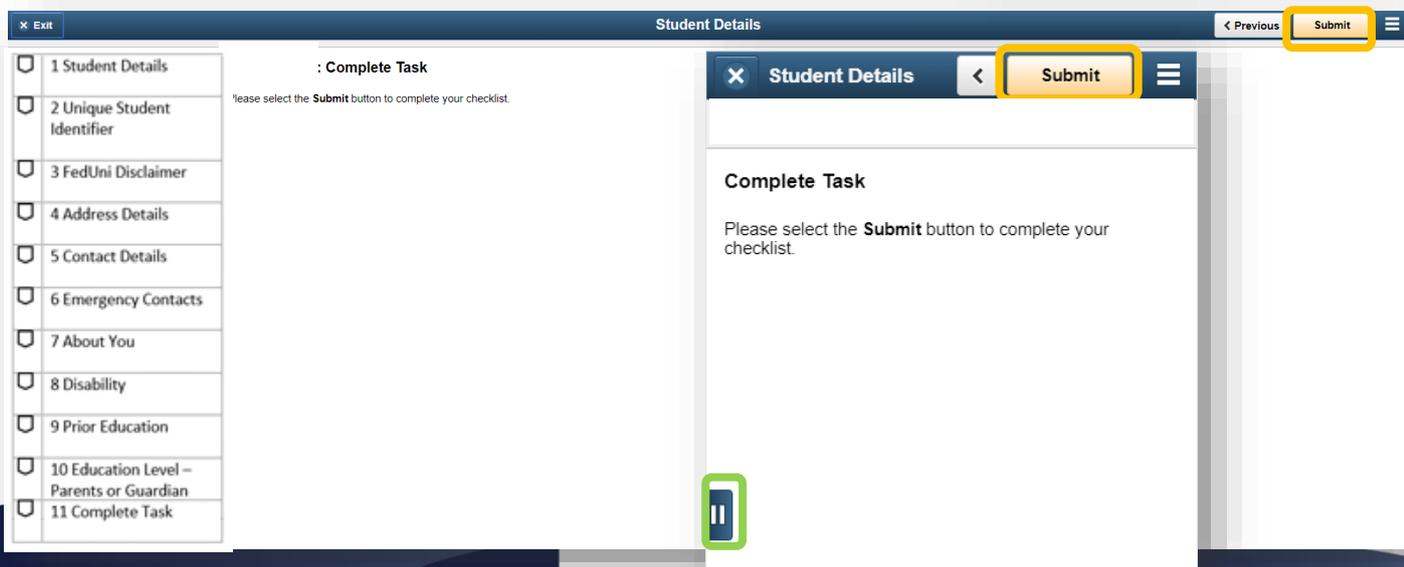
Highest Level of Education Completed

Confirm

Step 11 of 11 Complete Task

At your last stage, you can go back to check your details and questions by clicking < button or by selecting the expand icon on the phone. *Note you are unable to change any of your details, if you need to change your details please contact Student HQ 1800 FED UNI (1800 333 864)*

When you are ready to complete your student details click **Submit**

Student Details

Complete Task

Please select the **Submit** button to complete your checklist.

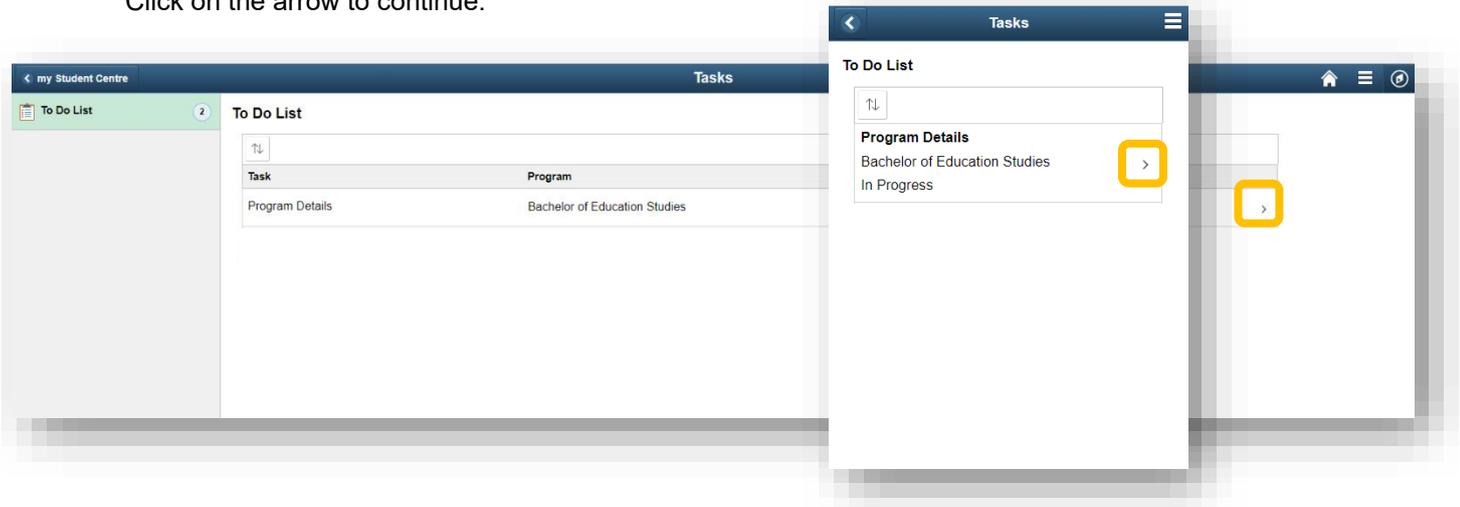
Submit

Program Details Checklist

Once you have submitted your first checklist, you will be taken back to your To Do List to continue to complete your other checklist.

In this example I completed the Student Details first, so I will now need to complete the Program Details next.

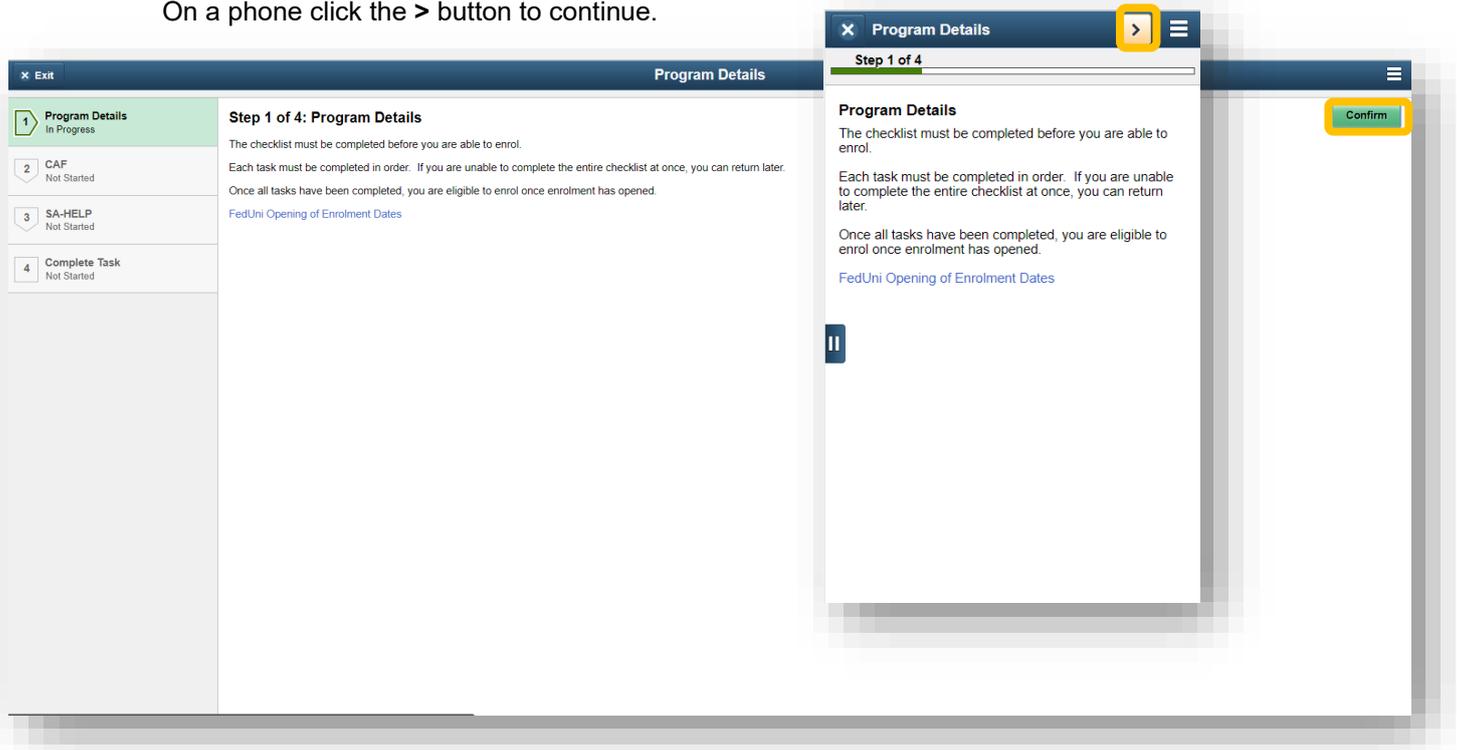
Click on the arrow to continue.



Step 1 of 4 Program Details

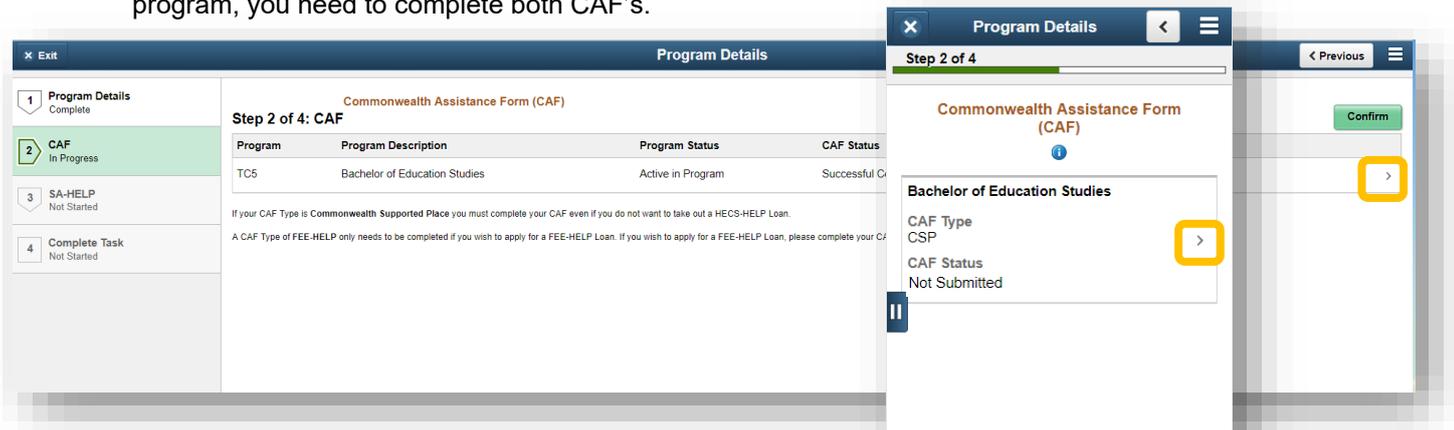
On a desktop click **Confirm** to continue.

On a phone click the > button to continue.



Step 2 of 4 Commonwealth Assistance Form (CAF)

Click on the > to select your program. Note if you have applied for more than one program, you need to complete both CAF's.



The screenshot shows the 'Program Details' page for 'Step 2 of 4: CAF'. On the left is a progress bar with four steps: 1. Program Details (Complete), 2. CAF (In Progress), 3. SA-HELP (Not Started), and 4. Complete Task (Not Started). The main area contains a table with the following data:

Program	Program Description	Program Status	CAF Status
TCS	Bachelor of Education Studies	Active in Program	Successful C

Below the table, there is explanatory text about CAF types. A modal window titled 'Commonwealth Assistance Form (CAF)' is open, showing details for 'Bachelor of Education Studies':

- CAF Type: CSP
- CAF Status: Not Submitted

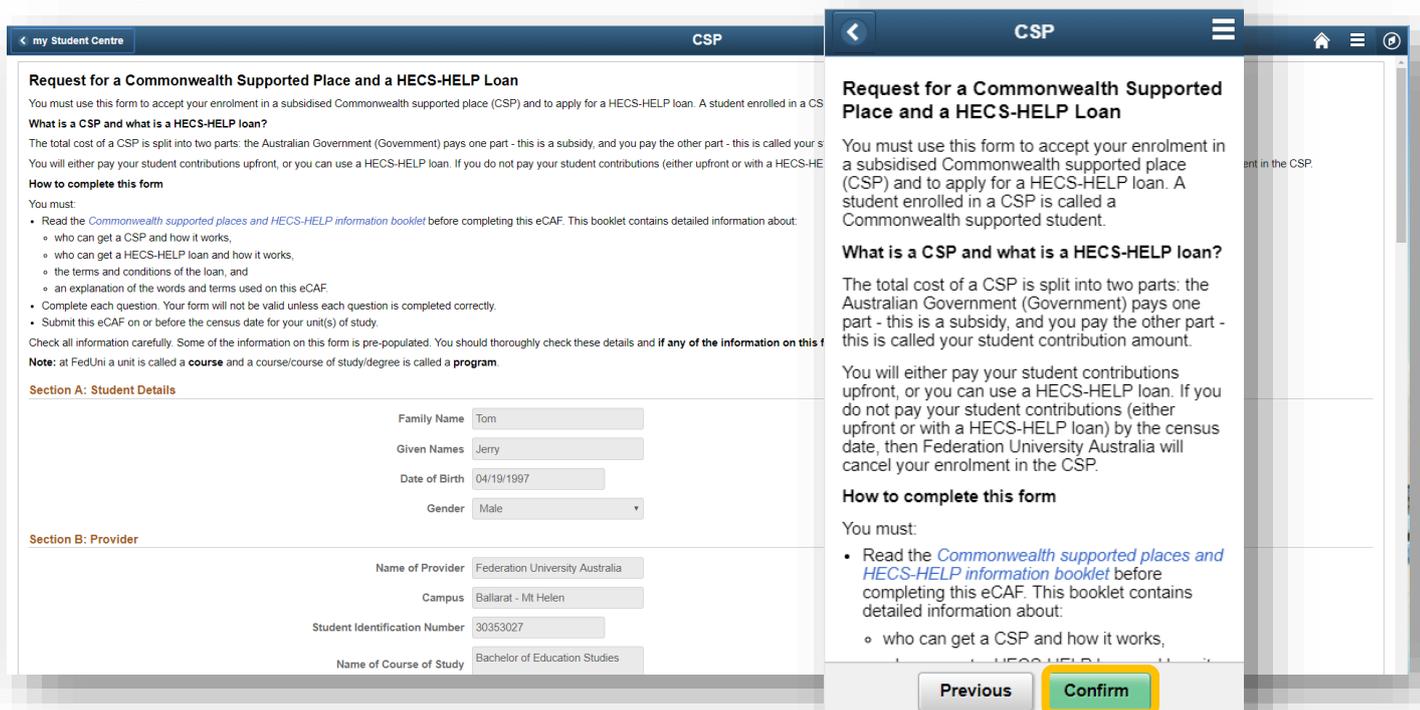
Yellow boxes highlight the right arrow in the modal and the 'Confirm' button at the bottom.

Scroll down to read information on requesting a Commonwealth Supported Place and a HECS-HELP Loan. Complete **Section C Citizenship/Visa Status, Section D Tax File Number (TFN), Section E Repaying Your Loan and Declarations.**

Click **Confirm** to continue.

If any details are incorrect contact Student HQ on 1800 FED UNI (1800 333 864)

Note on a phone each section will display as a separate page. See screenshots below.



The first screenshot shows the 'Request for a Commonwealth Supported Place and a HECS-HELP Loan' form. It includes instructions on how to complete the form and a 'Note' that at FedUni a unit is called a course and a course/course of study/degree is called a program. The form is divided into two sections:

Section A: Student Details

- Family Name: Tom
- Given Names: Jerry
- Date of Birth: 04/19/1997
- Gender: Male

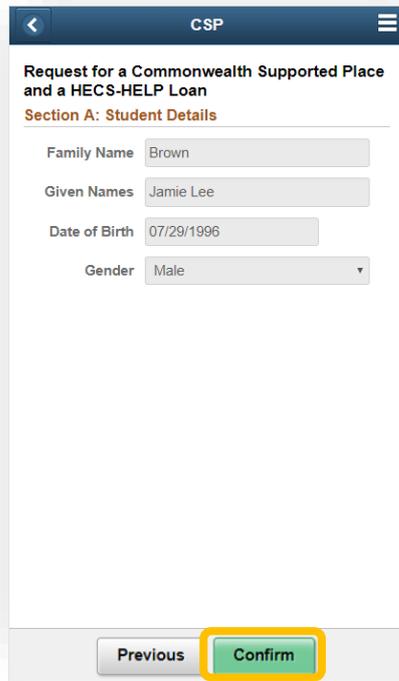
Section B: Provider

- Name of Provider: Federation University Australia
- Campus: Ballarat - Mt Helen
- Student Identification Number: 30353027
- Name of Course of Study: Bachelor of Education Studies

The second screenshot shows the same form on a mobile device. It highlights the 'Previous' and 'Confirm' buttons at the bottom, with a yellow box around the 'Confirm' button.

Section A Student Details *Phone view student details.*

If details are incorrect contact Student HQ 1800 FED UNI (1800 333 864)



Request for a Commonwealth Supported Place and a HECS-HELP Loan
Section A: Student Details

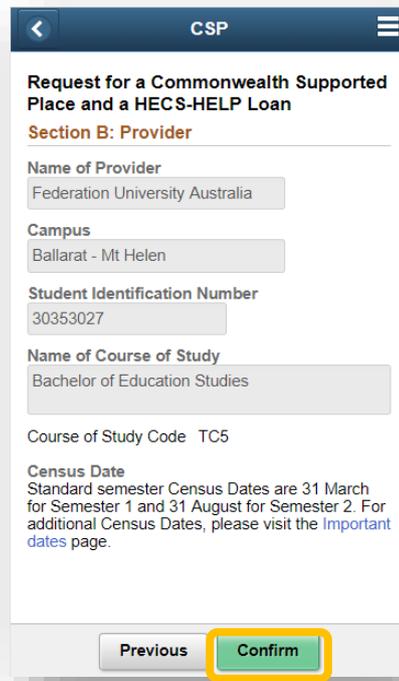
Family Name

Given Names

Date of Birth

Gender

Section B Provider



Request for a Commonwealth Supported Place and a HECS-HELP Loan
Section B: Provider

Name of Provider

Campus

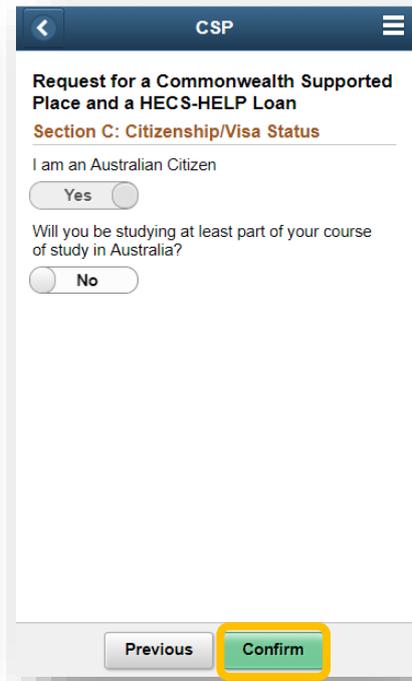
Student Identification Number

Name of Course of Study

Course of Study Code

Census Date
Standard semester Census Dates are 31 March for Semester 1 and 31 August for Semester 2. For additional Census Dates, please visit the [Important dates](#) page.

Section C Citizenship/Visa Status



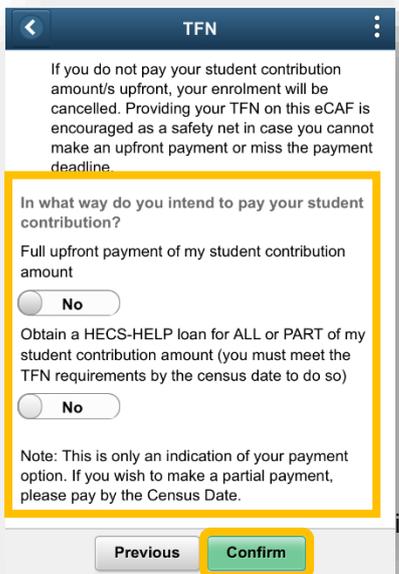
Request for a Commonwealth Supported Place and a HECS-HELP Loan
Section C: Citizenship/Visa Status

I am an Australian Citizen
 Yes No

Will you be studying at least part of your course of study in Australia?
 No

Section D Tax File Number continued

You must select one of the answers to continue.



TFN

If you do not pay your student contribution amount/s upfront, your enrolment will be cancelled. Providing your TFN on this eCAF is encouraged as a safety net in case you cannot make an upfront payment or miss the payment deadline.

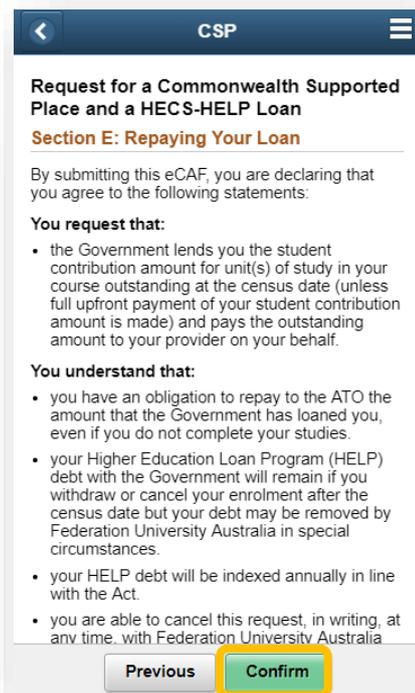
In what way do you intend to pay your student contribution?

Full upfront payment of my student contribution amount
 No

Obtain a HECS-HELP loan for ALL or PART of my student contribution amount (you must meet the TFN requirements by the census date to do so)
 No

Note: This is only an indication of your payment option. If you wish to make a partial payment, please pay by the Census Date.

Section E Repaying your loan



Request for a Commonwealth Supported Place and a HECS-HELP Loan
Section E: Repaying Your Loan

By submitting this eCAF, you are declaring that you agree to the following statements:

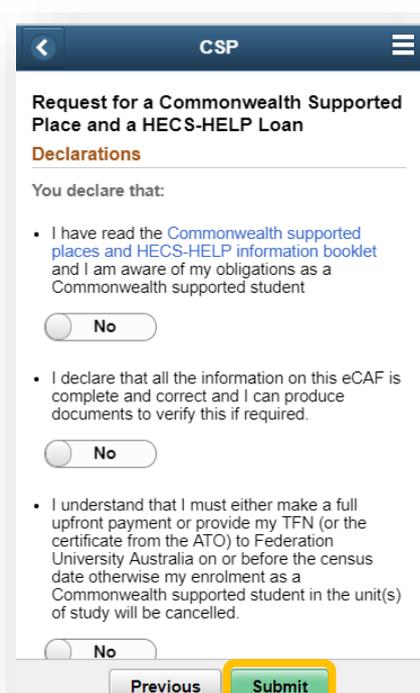
You request that:

- the Government lends you the student contribution amount for unit(s) of study in your course outstanding at the census date (unless full upfront payment of your student contribution amount is made) and pays the outstanding amount to your provider on your behalf.

You understand that:

- you have an obligation to repay to the ATO the amount that the Government has loaned you, even if you do not complete your studies.
- your Higher Education Loan Program (HELP) debt with the Government will remain if you withdraw or cancel your enrolment after the census date but your debt may be removed by Federation University Australia in special circumstances.
- your HELP debt will be indexed annually in line with the Act.
- you are able to cancel this request, in writing, at any time, with Federation University Australia.

Declarations

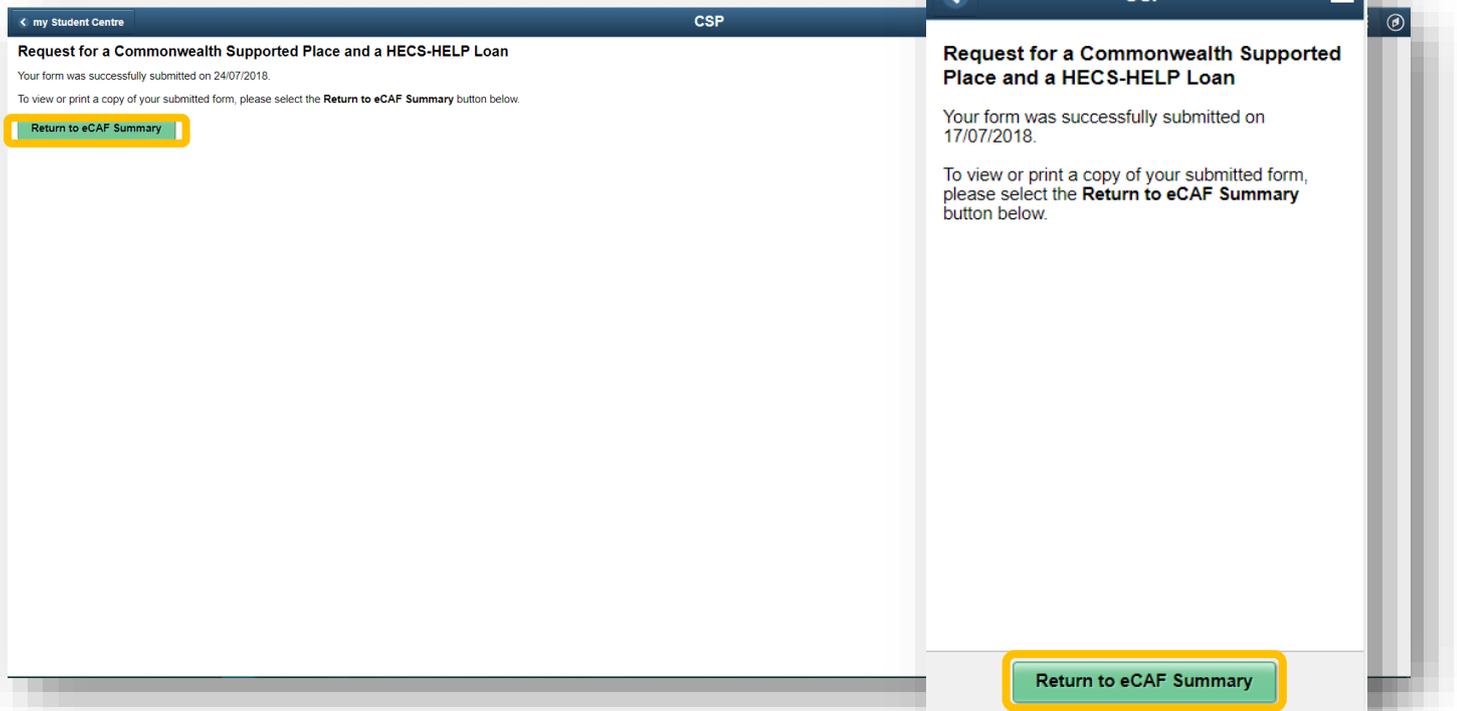


Request for a Commonwealth Supported Place and a HECS-HELP Loan
Declarations

You declare that:

- I have read the [Commonwealth supported places and HECS-HELP information booklet](#) and I am aware of my obligations as a Commonwealth supported student
 No
- I declare that all the information on this eCAF is complete and correct and I can produce documents to verify this if required.
 No
- I understand that I must either make a full upfront payment or provide my TFN (or the certificate from the ATO) to Federation University Australia on or before the census date otherwise my enrolment as a Commonwealth supported student in the unit(s) of study will be cancelled.
 No

Click on **Return to eCAF Summary** to continue



Request for a Commonwealth Supported Place and a HECS-HELP Loan

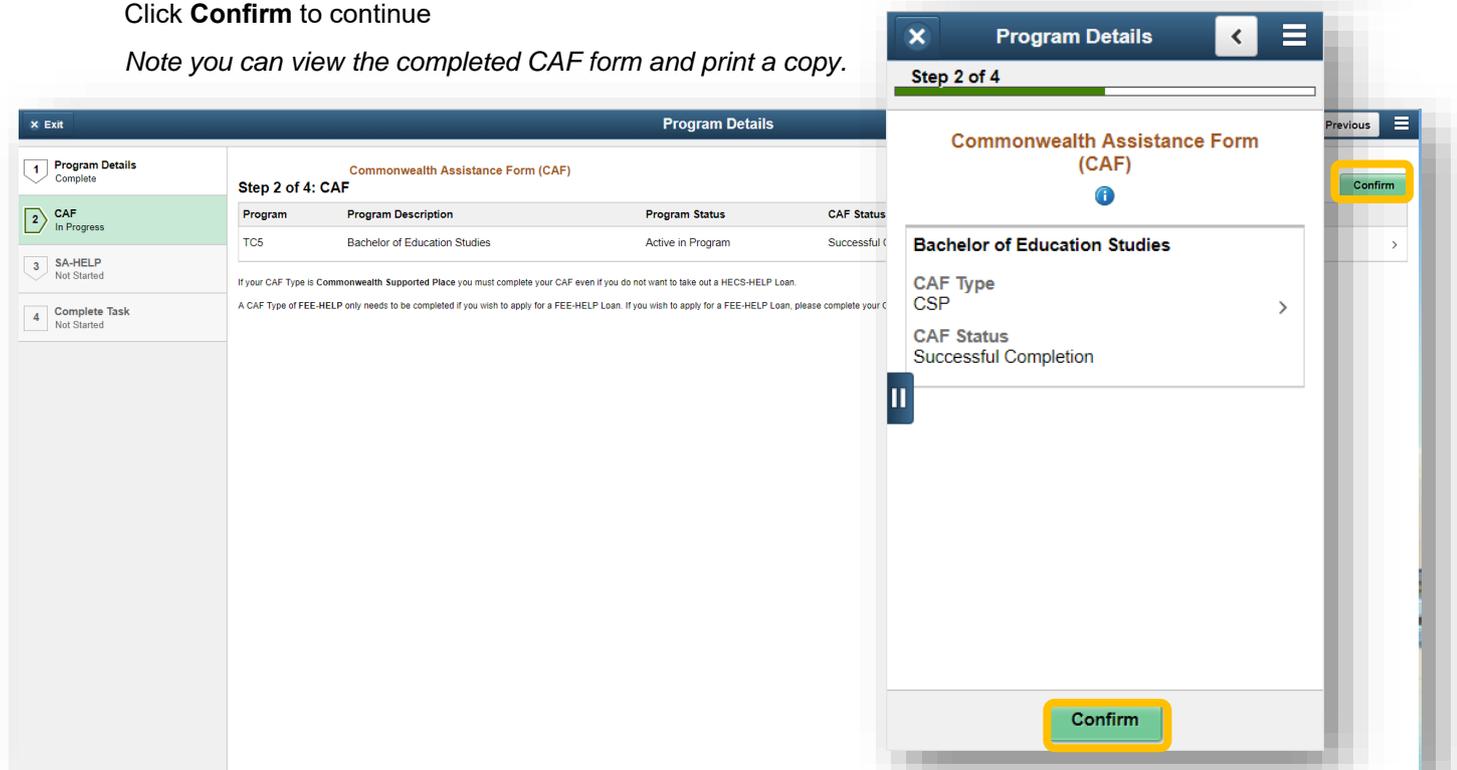
Your form was successfully submitted on 24/07/2018.

To view or print a copy of your submitted form, please select the **Return to eCAF Summary** button below.

Return to eCAF Summary

Click **Confirm** to continue

Note you can view the completed CAF form and print a copy.



Program Details

Step 2 of 4

Commonwealth Assistance Form (CAF)

Step 2 of 4: CAF

Program	Program Description	Program Status	CAF Status
TC5	Bachelor of Education Studies	Active in Program	Successful

If your CAF Type is **Commonwealth Supported Place** you must complete your CAF even if you do not want to take out a HECS-HELP Loan.

A CAF Type of FEE-HELP only needs to be completed if you wish to apply for a FEE-HELP Loan. If you wish to apply for a FEE-HELP Loan, please complete your C

Commonwealth Assistance Form (CAF)

Bachelor of Education Studies

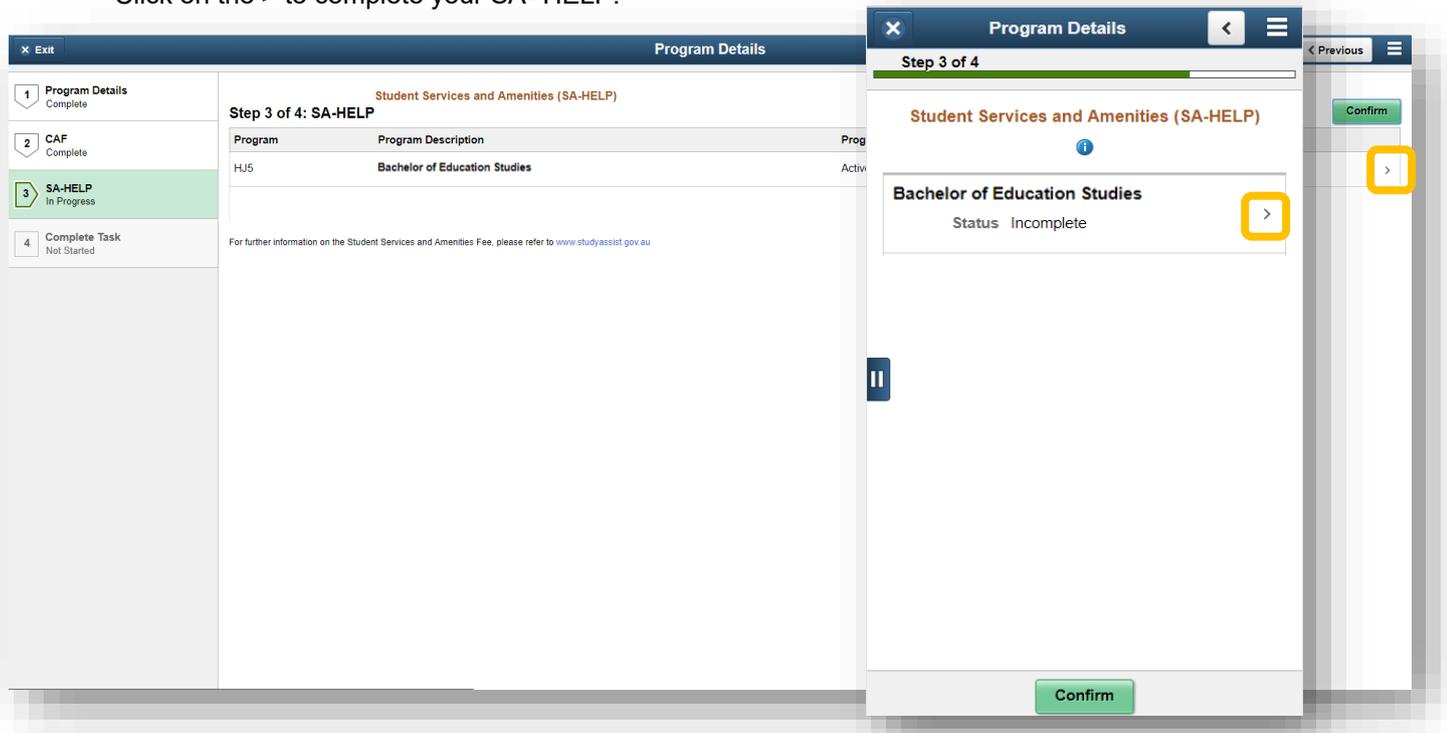
CAF Type
CSP

CAF Status
Successful Completion

Confirm

Step 3 of 4 Student Services and Amenities (SA – HELP)

Click on the > to complete your SA- HELP.

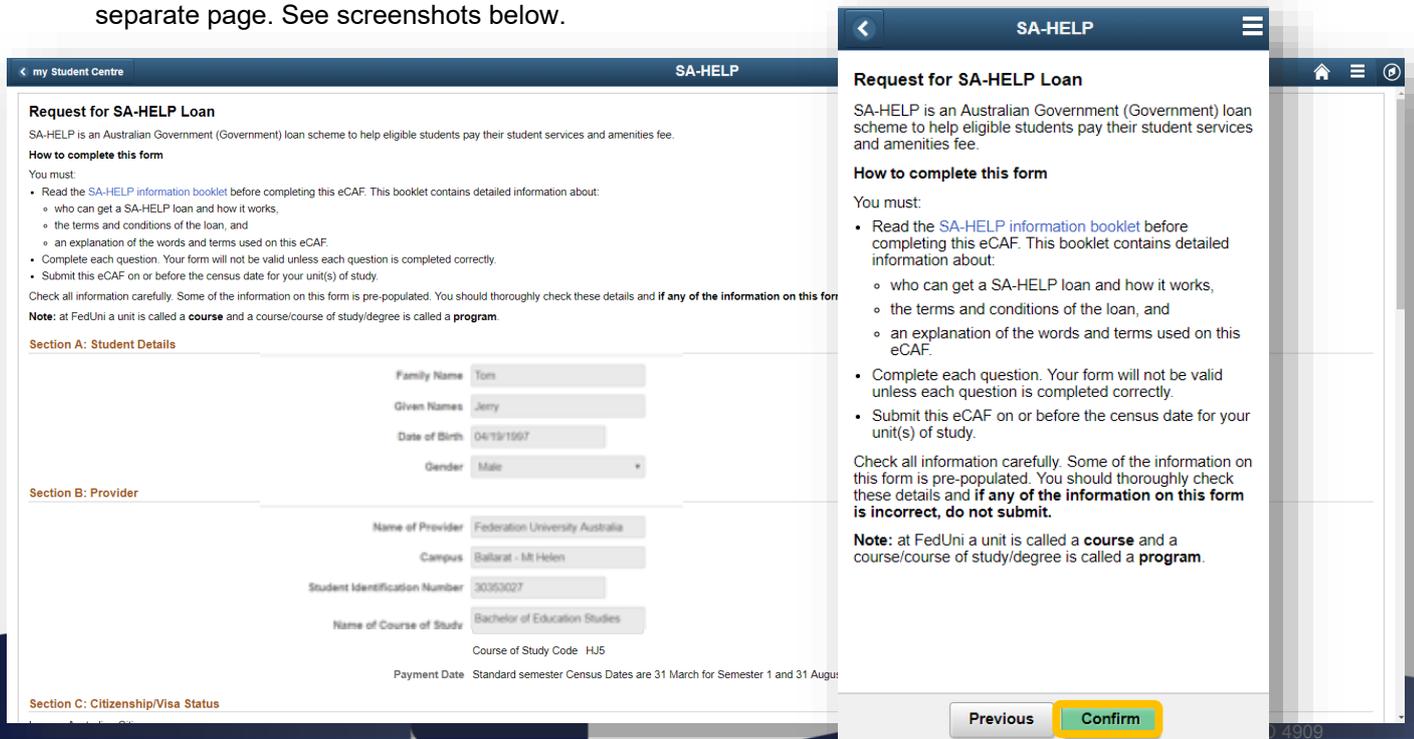


Scroll down to complete **Section C Citizenship/Visa Status, Section D Tax File Number (TFN), Section E Repaying Your Loan and Declarations.**

Click **Confirm** to continue.

If any details are incorrect contact Student HQ on 1800 FED UNI (1800 333 864)

Note when using a phone to complete your SAF each section will display as a separate page. See screenshots below.



Section A Student Details

<
☰
SA-HELP

Request for SA-HELP Loan
Section A: Student Details

Family Name

Given Names

Date of Birth

Gender

Section B Provider

<
☰
SA-HELP

Request for SA-HELP Loan
Section B: Provider

Name of Provider

Campus

Student Identification Number

Name of Course of Study

Course of Study Code

Payment Date Important dates page."/>

Section C Citizenship/Visa Status

<
☰
SA-HELP

Request for SA-HELP Loan
Section C: Citizenship/Visa Status

I am an Australian Citizen

Yes

Will you be studying at least one unit of study of your course in Australia?

No

Section D Tax File Number

<
☰
SA-HELP

Request for SA-HELP Loan
Section D: Tax File Number

To be eligible for a SA-HELP loan, you MUST supply your valid TFN or your Certificate of Application for a TFN in this section. By providing your TFN on this eCAF, you are requesting a loan from the Government for the amount of student services and amenities fee outstanding on the date on which the fee is payable, and to use the amount to pay Federation University Australia on your behalf.

Declining to quote your TFN is not an offence. However, you will not be able to get a SA-HELP loan for the amount of your student services and amenities fee that remains unpaid on the date payable unless you give Federation University Australia, on or before that date, either your TFN or the certificate from the ATO stating you have applied for a TFN.

To be eligible for a SA-HELP loan, your TFN and personal information provided in this form needs to be verified with the ATO. If, by the date payable, your information is not assessed as correct, your application will not be finalised and you will be ineligible for a SA-HELP loan.

The Department and your provider are authorised under the Higher Education Support Act 2003 (the Act) to collect and retain your TFN only for the purpose of reporting details of your SA-HELP loan to the Australian Taxation Office (ATO). Privacy and taxation laws protect your TFN information. There may be severe penalties if these laws are broken. If you want to use a SA-HELP loan to pay for your student services and amenities fee, you must meet the TFN requirements. This is because repayments on your HELP debt are made through the Australian taxation system.

Note: TFNs are usually provided within 28 days of

Section E Repaying Your Loan

<
☰
SA-HELP

Request for SA-HELP Loan
Section E: Repaying Your Loan

By submitting this eCAF, you are declaring that you agree to the following statements:

You request that:

- the Government lends you the amount of the fee outstanding on the date on which the fee is payable and pays the outstanding amount to your provider on your behalf.

You understand that:

- you have an obligation to repay to the ATO the amount that the Government has loaned you, even if you do not complete your studies.
- your HELP debt will be indexed annually in line with the Act.
- you are able to cancel this request, in writing, at any time, with Federation University Australia and it will no longer apply from that time. However, this must be done by the census date otherwise you will have a debt to the Government that you are legally required to repay.

You must start repaying your HELP debt through the tax system once your income is above a certain level (the compulsory repayment threshold). The threshold is indexed annually. Repayments made through the Australian taxation system are called 'compulsory repayments'. In accordance with Chapter 4 of the Act, these repayments will continue while your income is above the compulsory repayment threshold until you have repaid your whole debt, even if you have not completed your studies and regardless of where you live.

HELP debts are managed by the ATO. You can view your

Declarations

<
☰
SA-HELP

Request for SA-HELP Loan
Declarations

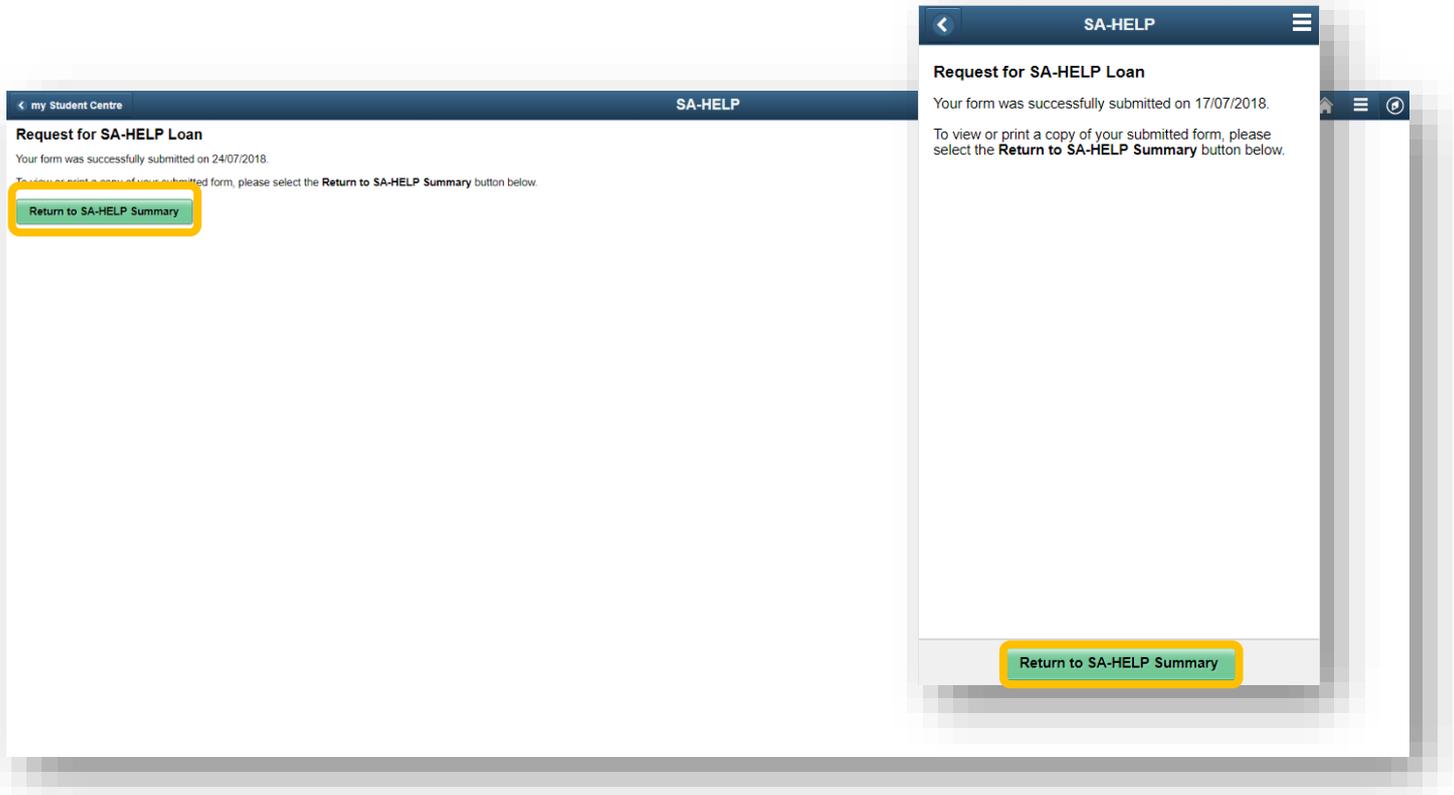
You declare that:

- I have read the SA-HELP information booklet and I am aware of my obligations if I receive SA-HELP assistance. No
- I declare that all the information on this eCAF is complete and correct and I can produce documents to verify this if required. No
- I understand that if my eligibility for a SA-HELP loan changes, I must notify Federation University Australia. No

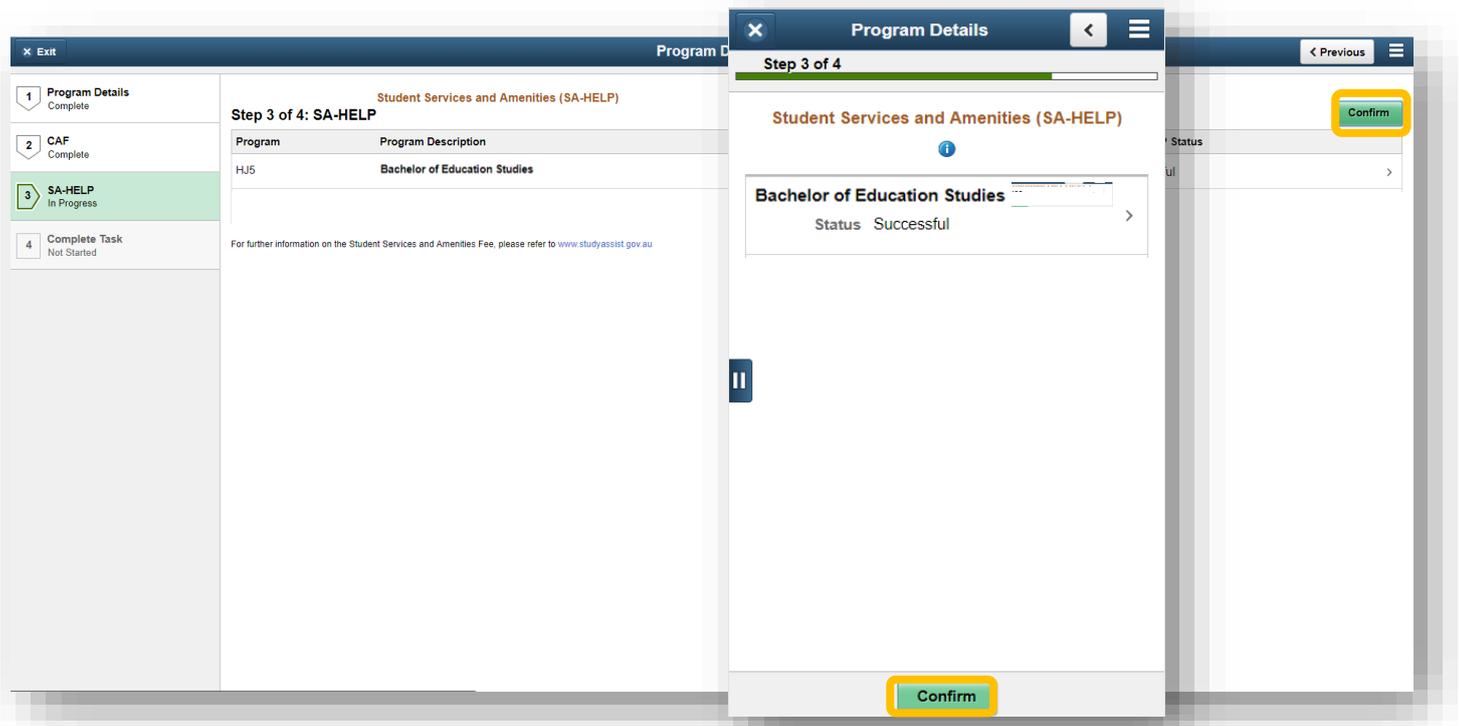
By submitting this eCAF you understand that:

- The Department of Education and Training (the department) collects your information, including your TFN, in accordance with the Australian Privacy Principles for the purpose of administering Government assistance, including verifying eligibility for a CSP and, if applicable, your HECS-HELP loan, and for overseas HELP debt recovery under the Higher Education Support Act 2003 (the Act). The department also collects your personal information for the purpose of

Click on the **Return to SA-HELP Summary** to continue the checklist.



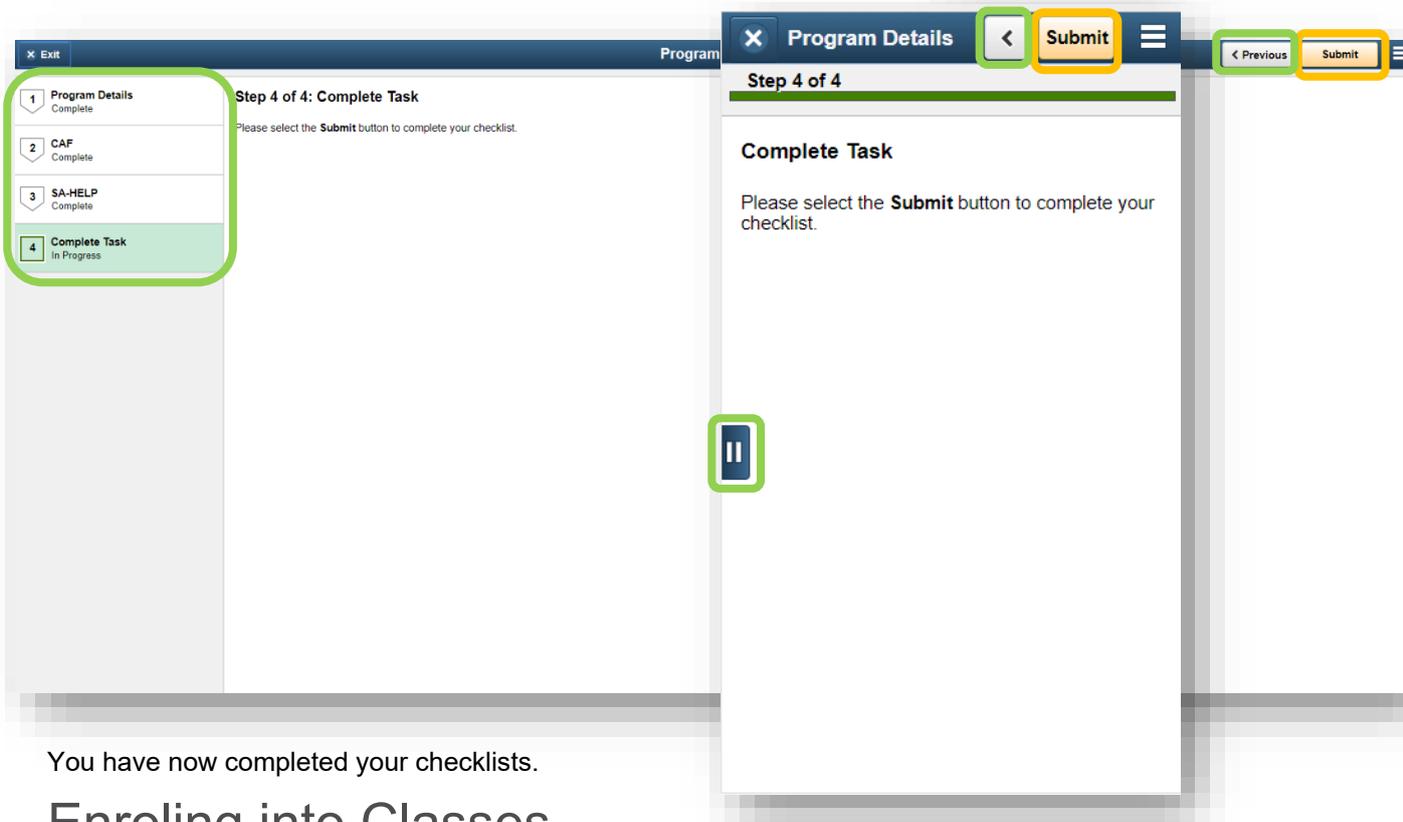
Click **Confirm** to continue.



Step 4 of 4: Complete Task

At your last stage, you can go back to check your details and questions by clicking < **Previous** button or by selecting the < button or expand icon on your phone. *Note you are unable to change any of your details, if you need to change your details please contact Student HQ 1800 FED UNI (1800 333 864)*

When you are ready to complete your student details click Submit



You have now completed your checklists.

Enroling into Classes

You can enrol into classes once enrolment has opened. View the FedUni Opening of Enrolment dates on the Enrolment webpage.

<https://federation.edu.au/current-students/starting-at-feduni/enrolment>

We have simplified the way we enrol and schedule at Federation.

Enrol into your courses. We will then prepare the timetable, and you will build your schedule in January in our new class allocation system, [mySchedule](#).