Completing your Enrolment Checklists

my Student Centre | mysc.federation.edu.au | 1800 FED UNI
Completing your Enrolment Checklists

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](http://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**.

![Desktop login screen](image1)

![Mobile login screen](image2)

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

*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.
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 10 Student Details
Read through
Click Confirm to continue.

Step 2 of 10 FedUni Disclaimer
Scroll down to read through the FedUni Disclaimer.
Click Accept to continue.
Step 3 of 10 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.

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Step 4 of 10 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.
Step 5 of 10 Emergency Contacts
Add Emergency Contact(s) by clicking on Add Contact. Click Confirm to continue.

Step 6 of 10 About You (Citizenship/Residency)
Complete the questions. Click Confirm to continue.
Step 7 of 10 Disability
Complete the Disability questions.

Click Confirm to continue.

Step 8 of 10 Prior Education
Complete all Prior Education questions.
Click Confirm to Continue.
Step 9 of 10 Education level – Parents or Guardians

Complete Education level Parents or Guardians questions.
Click Confirm to continue.

Step 10 of 10 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
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.

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.
Section A Student Details
Phone view student details.
If details are incorrect contact Student HQ
1800 FED UNI (1800 333 864)

Section B Provider

Section C Citizenship/Visa Status

Section D Tax File Number
Section D continued

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

Section D: Tax File Number

Tax File Number (TFN)

I will provide a 'Certificate of application for a TFN' on or before the census date.

If you have applied to the ATO for your TFN and have your 'Certificate of application' with you, please click the Upload button to submit your 'Certificate of application for a TFN'.

If you do not have this certificate with you it can be submitted via email to info@federation.edu.au no later than your first census date.

Upload

OR

I do not want a HECS-HELP loan. I am applying for a CSP only and will pay my student contribution amounts upfront.

Previous Confirm

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 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.

Previous Confirm

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

Previous Submit
Successful submission

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

Click **Confirm** to continue

*Note you can view the completed CAF form and print a copy.*
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 Submit 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 D: Tax File Number Continued

Request for SA-HELP Loan

Section D: Tax File Number Continued

Tax File Number (TFN) ********

OR

I will provide a ‘Certificate of application for a TFN’ on or before the census date.

If you have applied to the ATO for your TFN and have your ‘Certificate of application’ with you, please click the Upload button to submit your ‘Certificate of application for a TFN’.

If you do not have this certificate with you it can be submitted via email to info@federation.edu.au no later than your first census date.

Upload

Previous Confirm

Section E: Repaying Your Loan

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.
- 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 date. 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

Previous Confirm

Declarations

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.
- I declare that all the information on this eCAF is complete and correct and I can produce documents to verify this if required.
- I understand that if my eligibility for a SA-HELP loan changes, I must notify Federation University Australia.

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 CSR and, if applicable, your HELPS-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 requesting and processing the information and for the internal management of the department.

Previous Submit
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 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

You have now completed your checklists.

You can now enrol into classes. For more help on enrolling into classes view the PDF help guide or video on how to enrol using your phone.

If you are having issues with enrolling contact Student HQ on 1800 FED UNI (1800 333 864)