

# TAFE Students – How do I enrol?

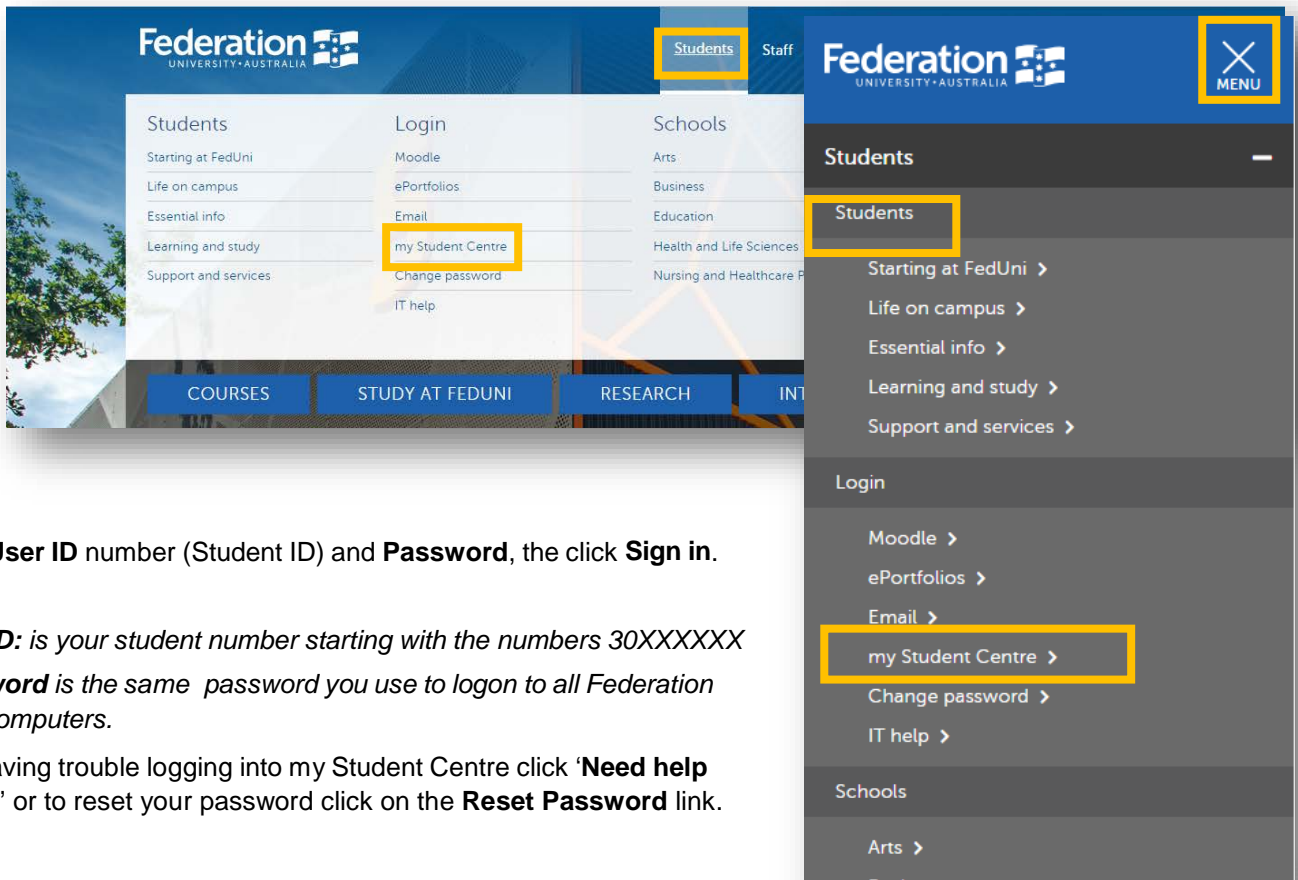
my Student Centre | [mysc.federation.edu.au](https://mysc.federation.edu.au) | 1800 FED UNI

## How to enrol in my Student Centre

Before you can complete your enrolment in my Student Centre, you are required to complete TAFE Student Details and TAFE Program Details enrolment checklist.

For information on how to complete your enrolment checklist, please refer to the [Enrol page](#).

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**.

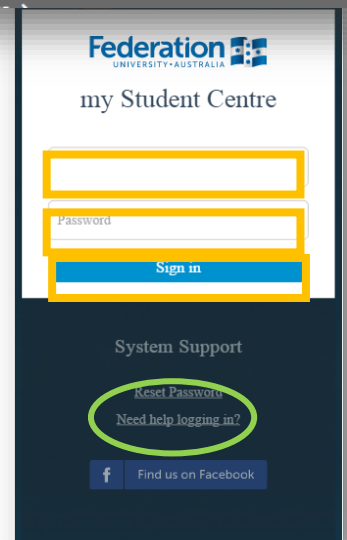
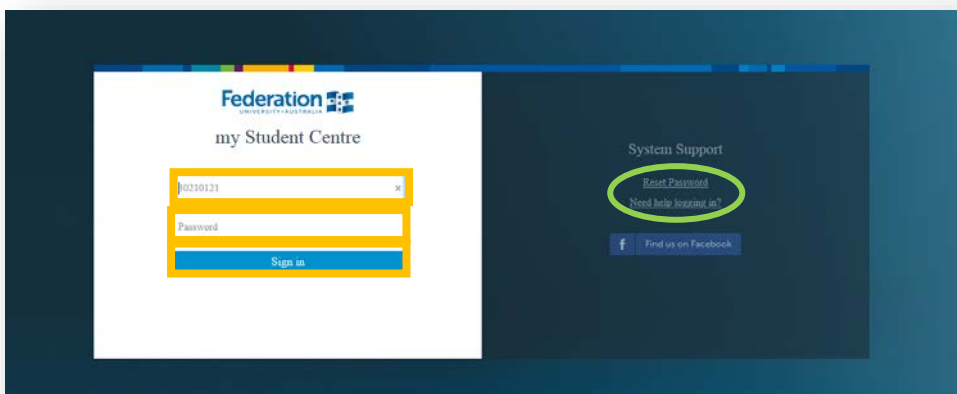


Enter your **User ID** number (Student ID) and **Password**, then click **Sign in**.

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

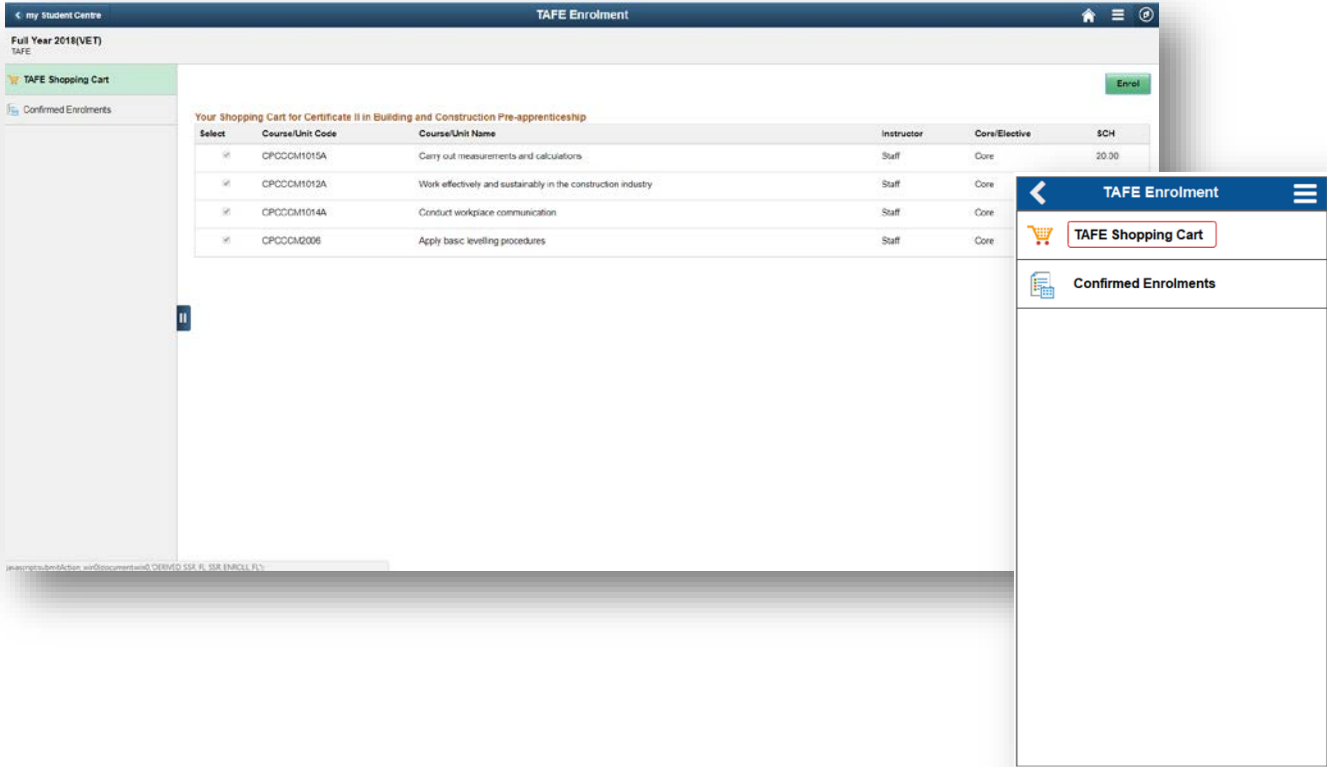
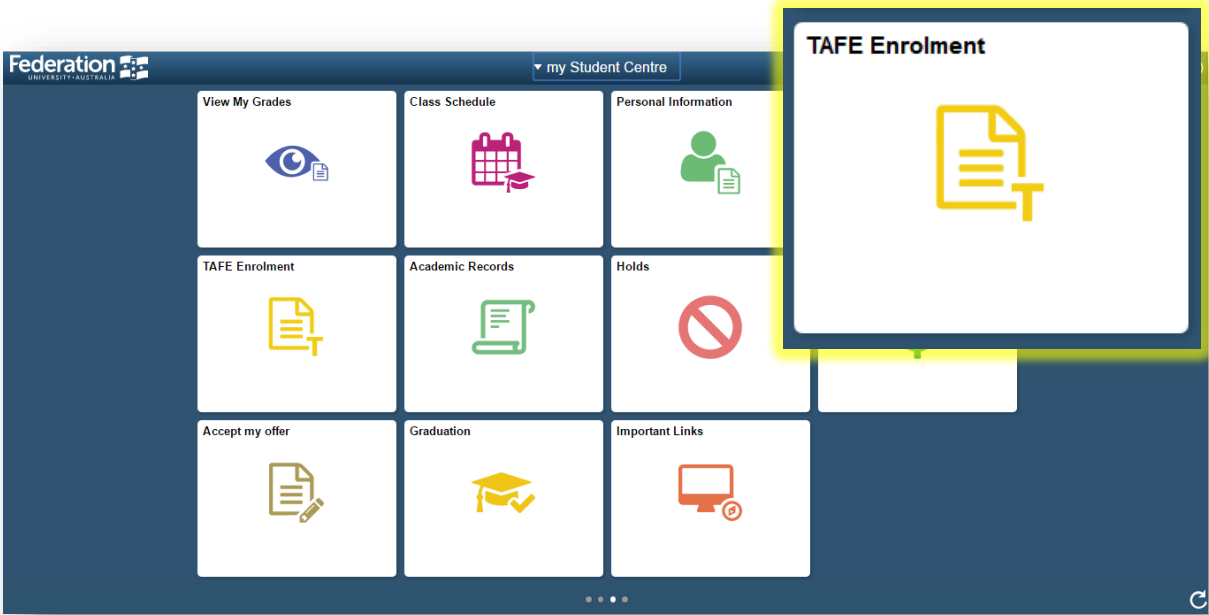
Your **Password** is the same password you use to logon to all Federation University computers.

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.



Once you have logged in you will see your homepage.

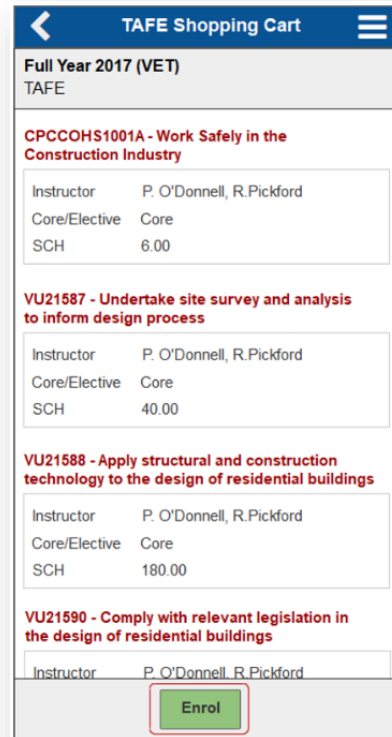
Click on the **TAFE Enrolment** tile.



When you are ready to enrol - Click the  button.

Scroll to view and check all units.

Click **Enrol**



**TAFE Shopping Cart**

Full Year 2017 (VET)  
TAFE

**CPCCOHS1001A - Work Safely in the Construction Industry**

Instructor	P. O'Donnell, R.Pickford
Core/Elective	Core
SCH	6.00

**VU21587 - Undertake site survey and analysis to inform design process**

Instructor	P. O'Donnell, R.Pickford
Core/Elective	Core
SCH	40.00

**VU21588 - Apply structural and construction technology to the design of residential buildings**

Instructor	P. O'Donnell, R.Pickford
Core/Elective	Core
SCH	180.00

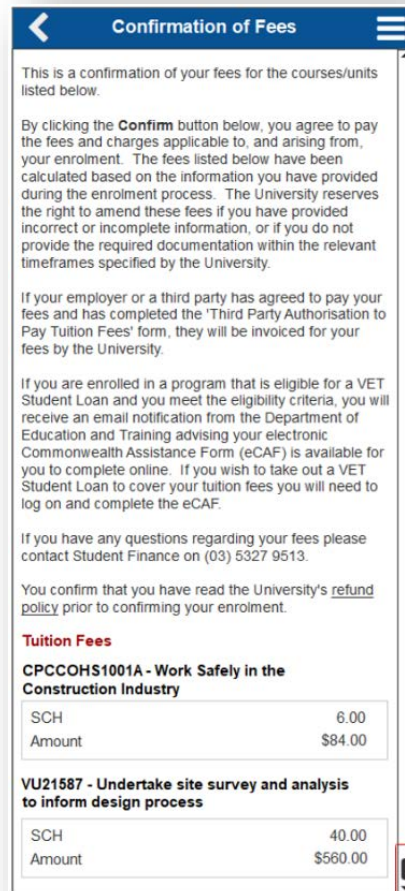
**VU21590 - Comply with relevant legislation in the design of residential buildings**

Instructor	P. O'Donnell, R.Pickford
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**Enrol**

Scroll to view your Confirmation of fees.

Click **Confirm** to continue.



**Confirmation of Fees**

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

By clicking the **Confirm** 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 timeframes specified by the University.

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

If you are enrolled in a program that is eligible for a VET Student Loan and you meet the eligibility criteria, you will receive an email notification from the Department of Education and Training advising your electronic Commonwealth Assistance Form (eCAF) is available for you to complete online. If you wish to take out a VET Student Loan to cover your tuition fees you will need to log on and complete the eCAF.

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

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

**Tuition Fees**

**CPCCOHS1001A - Work Safely in the Construction Industry**

SCH	6.00
Amount	\$84.00

**VU21587 - Undertake site survey and analysis to inform design process**

SCH	40.00
Amount	\$560.00

If you have an error please contact Student HQ on 1800 FED UNI 1800 333 864.

<b>VU21588 - Apply structural and construction technology to the design of residential buildings</b>	
SCH	180.00
Amount	\$2520.00
<b>VU21590 - Comply with relevant legislation in the design of residential buildings</b>	
SCH	40.00
Amount	\$560.00
<b>VU21593 - Design sustainable buildings</b>	
SCH	90.00
Amount	\$1260.00
<b>VU21596 - Produce preliminary and working drawings for residential buildings</b>	
SCH	180.00
Amount	\$2520.00
<b>VU21601 - Present architectural designs</b>	
SCH	120.00
Amount	\$1680.00
<b>Material Fees</b>	
Material Fees 1	\$100.00
Material Fees 2	\$50.00
<b>Total</b>	
GST	\$0.00
<b>Total</b>	<b>\$9334.00</b>

If all units have been successfully enrolled in, continue to **Make a Payment**.

Follow the guide on how to make payment on the How to use my Student Centre (mySC) website.

<https://federation.edu.au/current-students/my-student-centre-mysc-assistance/how-to-use-my-student-centre>

Confirmation of Enrolment	
<b>Payment Options</b>	
Make an online payment using your credit card, or generate a Deposit Slip to pay via Australia Post, BPay or by mail.	
✓	<b>CPCCOHS1001A Work Safely in the Construction Industry</b> Successfully enrolled
✓	<b>VU21587 Undertake site survey and analysis to inform design process</b> Successfully enrolled
✗	<b>VU21588 Apply structural and construction technology to the design of residential buildings</b> Enrolment could not be processed. Please contact <b>Student HQ</b> to finalise your enrolment.
✓	<b>VU21590 Comply with relevant legislation in the design of residential buildings</b> Successfully enrolled
✓	<b>VU21593 Design sustainable buildings</b> Successfully enrolled
✓	<b>VU21596 Produce preliminary and working drawings for residential buildings</b> Successfully enrolled
✓	<b>VU21601 Present architectural designs</b> Successfully enrolled
<input type="button" value="Make a Payment"/> <input type="button" value="Deposit Slip"/>	