



# Swinburne University of Technology TAFE Enrolment 2012

(Office Use – Barcode Sticker)  
Do not date stamp  
or write in this space

HAVE YOU EVER ENROLLED AT SWINBURNE BEFORE?  Yes (see below)  No

If yes, please state your SWINBURNE STUDENT ID number

(If your name has changed since your previous enrolment, please provide documentary evidence eg. marriage certificate.)

VICTORIAN STUDENT ID number (if you are aged 24 or below at time of enrolment)

NAME Title (Dr, Mr, Mrs, Miss, Ms)  Gender  Female  Male Date of Birth

Family Name/Surname

Given Names (leave spaces between names)

LOCAL ADDRESS Number and street

Suburb / Town  State  Postcode

Telephone Home  Work

Mobile phone  Fax

PERMANENT ADDRESS

(Country/Overseas)  Postcode/Zip

EMERGENCY CONTACT In case of emergency the University should contact:

Name  Telephone

### ALL STUDENTS TO COMPLETE

Q1. Are you a re-enrolling student? Yes  Go to Q2 No  Go to Q3

Q2. Are you re-enrolling into the same course code for which you were continuously enrolled with no unauthorised breaks during 2011?

Yes  Go to Student Enrolment Declaration No  Go to Q3

Q3. What is your citizenship status? (original or certified documentation required)

- Australian Citizen  Temporary Protection Visa holder
- Permanent Resident  East Timorese Asylum Seeker
- New Zealand Citizen (visa sub-class 444)

OR

- Temporary Resident
- International Student

Temporary Residents and International students are not eligible for a government funded place and must enrol as Full Fee paying

Go to Student Enrolment Declaration

OFFICE USE: Proof of Citizenship/Residency sighted:

- Australian Birth Certificate  Current New Zealand Passport  Green Medicare Card
- Current Australian Passport  Temporary Protection Visa  Naturalisation Certificate

Go to Q4

Q4. Were you under 20 as at 1 January 2012? (ie were you born on or after 1 January 1992)

Yes, I am under 20 (original or certified documentation required)

No, I am over 20

OFFICE USE: Proof of Age sighted:

- Proof of Citizenship/Residency  Learner's Permit
- Current Driver's Licence  Proof of Age Card  Keypass Card

Eligible for a Government funded place – Go to Student Enrolment Declaration

Go to Q5

Q5. Is the course you are enrolling in at a higher level than the highest qualification you already hold?

Yes, I declare that this qualification in which I am enrolling is at a higher level than my prior completed qualification/s. (ie my prior qualifications are all at a lower level than this course).

No, I have already gained a qualification at an equivalent or higher level than this course in which I am enrolling.

Eligible for a Government funded place – Go to Student Enrolment Declaration

Go to Q6

Q6. Was the prior qualification a foundation course, undertaken as part of a VETis program or the Victorian Certificate of Applied Learning (Intermediate).

Yes

No

Eligible for a Government funded place – Go to Student Enrolment Declaration

Go to Q7

Q7. Is the prior qualification an overseas qualification that has not been formally mapped to an Australian equivalence?

Yes

No

Eligible for a Government funded place – Go to Student Enrolment Declaration

NOT eligible for a Government funded place  
Go to Student Enrolment Declaration

**Student Enrolment Declaration** I declare that the information entered on this form is correct and complete. I agree to be bound by the applicable standards of conduct, statutes, regulations, policies and procedures of the University including any variations to these that the University makes from time to time. I understand that Swinburne University of Technology (SUT) is required under the Higher Education Support Act 2003 to confirm my entitlement to commonwealth assistance before my enrolment can be confirmed. I understand that the University will correspond with me by electronic means. My personal information will be collected and used for the purposes set out in the SUT Privacy Collection Statement – available to be viewed on the University's web site at: www.swin.edu.au/corporate/registrat/privacy\_collection.htm

Enrolling Officer Signature ..... Position ..... Print name ..... Date ... / ... / ...

Student Signature ..... Print name ..... Date ... / ... / ...

**STUDENTS TO COMPLETE ALL QUESTIONS**

- 1.1** Are you still attending secondary school?  Yes  No
- 1.2** What is the name of the last secondary school you attended?
- 1.3** What is your highest COMPLETED school level?  
 Yr 12  Yr 11  Yr 10  Yr 9  Yr 8 or lower  
 Did not go to school
- 1.4** In which YEAR did you complete? \_\_\_\_\_

**Prior Qualifications**

**2.1** Provide information about all attempted, completed and graduated qualifications:  
 Please note that if you do not declare your completed qualification you may be subject to a penalty and additional fees.

**List below the highest qualification that you have completed**

Level of course    Title of course    Year completed

*Office use only:* Foundation studies? [FS]  Yes  No

**Was this qualification completed** (ensure you select one option below)

- [IN] Overseas (Not formally mapped to an Australian Equivalence)  
 [AE] Overseas (With Australian Equivalence Certificate – please provide copy)  
 [VS] At secondary School  
 None of the above

**Have you completed or attempted any other qualifications?**

If **YES**, tick any applicable qualifications below. If **NO**, tick **Q2.2**

	Graduated	Attempted	Final Year
1. Postgraduate level	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Bachelor Level	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Completed	Attempted	
3. Advanced Diploma or Associate degree	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Diploma or Associate Diploma	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Cert IV or Adv/Cert/Technician	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Cert III or Trade Certificate	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Cert II	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Cert I	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Certificate other than above	<input type="checkbox"/>	<input type="checkbox"/>	_____

**2.2** I declare that I have not completed any post-secondary qualifications

**Language**

**3.1** Do you speak a language other than English at home?  Yes  No  
 If yes, please indicate the one that is spoken most often

**3.2** How well do you speak English?

1. Very Well  2. Well  3. Not Well  4. Not at all

**Citizenship**

**4.1** Were you born in Australia?  Yes  No

**4.2** If no, in which country were you born?

**4.3** Year of arrival in Australia \_\_\_\_\_

**4.4** Citizenship and Residency *Tick one box only*

- A – Australian Citizen (including Australian Citizens with dual citizenship)  
 N – New Zealand Citizen  
 H – Australian Permanent Resident Visa (Humanitarian Visa)  
 Visa No: \_\_\_\_\_  
 P – Australian Permanent Resident (Other)  
 I – Temporary Entry Permit and residing in Australia during this enrolment  
 O – None of the above and residing outside Australia

**5. Are you an Australian Aborigine or Torres Strait Islander?**

- N – Neither Aboriginal nor Torres Strait Islander  
 A – Aboriginal  
 T – Torres Strait Islander  
 B – Both Aboriginal and Torres Strait Islander

**Employment**

**6.** Which describes your current employment status? *Tick one box only*

1. Full time employee  5. Employed – unpaid in family business  
 2. Part time employee  6. Unemployed – seeking F/T work  
 3. Self employed – not employing others  7. Unemployed – seeking P/T work  
 4. Employer  8. Not employed – not seeking work

**7.1 Do you have a disability, impairment or long term medical condition?**

- Yes  No

Please note this information is only needed for statistical and planning purposes and to ensure the provision of appropriate support services. It will not disadvantage your enrolment.

**7.2** If yes, is this disability:

1. Hearing  6. Mental Illness  
 2. Intellectual  7. Acquired Brain Impairment  
 3. Visual  8. Learning  
 4. Physical  9. Other  
 5. Medical Condition

**7.3** Do you require assistance because of this disability?

- Yes  No

If so, please contact the Disability Liaison Unit on 9210 1181 prior to the beginning of term to ensure that appropriate support is provided.

**8.1 Parent's or Guardian's Educational History**

The Australian Government Department of Employment, Education and Workplace Relations requires this information for statistical purposes. It will not disadvantage your enrolment.

**What is the highest level of education attained by your Parents/Guardians?**

**No Parents/Guardians** (please tick if no parent/guardian)

**Parent/Guardian 1** Male  Female

What is the highest level of education attained by your Parent/Guardian 1?

*Tick one box only*

- PG – Postgraduate Qualification  
 BD – Bachelor Degree  
 OT – Other Post-School Qualification  
 CY – Completed Year 12 Schooling or Equivalent  
 NY – Didn't Complete Year 12 Schooling or Equivalent  
 CX – Completed Year 10 Schooling or Equivalent  
 NX – Didn't Complete Year 10 Schooling or Equivalent  
 DK – Don't Know

**Parent/Guardian 2** Male  Female

What is the highest level of education attained by your Parent/Guardian 2?

*Tick one box only*

- PG – Postgraduate Qualification  
 BD – Bachelor Degree  
 OT – Other Post-School Qualification  
 CY – Completed Year 12 Schooling or Equivalent  
 NY – Didn't Complete Year 12 Schooling or Equivalent  
 CX – Completed Year 10 Schooling or Equivalent  
 NX – Didn't Complete Year 10 Schooling or Equivalent  
 DK – Don't Know



# TAFE 2012 Enrolment

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Enrolment Type (Please select)  
 Enrolment Online  Face to Face   
 Part-time

STUDENT ID:

STAFF ID:

(Office Use - Bar Code Sticker)  
 DO NOT date stamp or write in this space

**ALL STUDENTS TO COMPLETE:** Do you intend to complete the full qualification or single units from within the qualification only? (TICK ONE BOX ONLY)  Full qualification  Single unit/s only

Which best describes your main reason for enrolling in this course? (TICK ONE BOX ONLY):  
 1. To get a job  2. Develop my existing business  3. Start my own business  4. Try for a different career  5. Get a better job or promotion  6. Requirement of my job  7. Extra skills for my job  8. To get into another course  9. Other reasons  10. For personal interest

INDUSTRY DELIVERY ONLY: As agreed, I authorise Swinburne to re-enrol me into further units as per my training plan (please tick box):

COURSE TITLE:	Course in Carbon Accounting	COURSE CODE:	H21882VIC	TIMETABLE GROUP:	OFW CA12E	CALENDAR YEAR START DATE:	1/11/2012	FEE CAT:	UCS/TMO
				OPTION GROUP:	12E	CALENDAR YEAR END DATE:	18/03/2013	FUNDING CAT:	PFC/SFF

VCE Type (circle one only)  VCAL at School  School Based Apprentice/Trainee  VET in VCE at School  Auspicing  Part-time TAFE/Part-time School

TP	Unit code	Event Code	Unit Title	Study Pat'n	HRS	Unit Start Date	Unit End Date	TP	Unit code	Event Code	Unit Title	Study Pat'n	HRS	Unit Start Date	Unit End Date			
8	HVPAU324	1T1	DEV A CARBON INVEN W/P	E	45	29/10/2012	24/03/2013											
8	HVPAU325	1T1	DEV A CARBON REPORT W/P	E	20	29/10/2012	24/03/2013											
SubTotal Section 1 Hours:						65	SubTotal Section 2 Hours:							Total Hours:				65



# TAFE Enrolment Fee Calculation 2012

(Student to complete with enrolling officer)

(Office Use – Barcode Sticker)

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Tuition fees apply to the entire 2012 calendar year for all government subsidised study. Fees and rules are applied by study commencement date and course category.

2012 Government Subsidised Tuition Fee Rates										
		<input type="checkbox"/> Pre 1 July 2009 (Fee Maintenance)				<input type="checkbox"/> 1 July 2009 – 31 December 2011		<input type="checkbox"/> 1 July 2012 onwards		
		Continuous study that commenced in the course prior to 1 July 2009				Continuous study that commenced in the course between 1 July 2009 and 31 December 2011		Study that commences in the course from 1 January 2012		
Course category	Award level	Rate per hour SCH	Concession fee	Minimum fee	Maximum fee	Rate per hour SCH	Concession maximum	Minimum fee	Maximum fee	
Foundation	Foundation courses	\$1.47	\$59 flat fee	\$59	\$939	\$1.08	\$50	Not applicable in 2012	\$500	
Skills Creation	Certificate I and II	\$1.47	\$59 flat fee	\$59	\$939	\$1.62	\$105		\$875	
Skills Building	Certificate III and IV	\$1.47	\$59 flat fee	\$59	\$939	\$2.17	\$187		\$1250	
Apprenticeship	Various	\$1.47	\$59 flat fee	\$59	\$939	\$2.17	\$187		\$1250	
Trainee	Various	\$1.47	\$59 flat fee	\$59	\$939	\$2.17	\$187		\$1250	
Skills Deepening	Diploma, Advanced Diploma, Voc Postgraduate	\$1.47	\$59 flat fee	\$59	\$939	\$4.33	Concession only applies to youth under 25 as at 1 January 2012 with a valid HCC card		\$2500	

Fee Calculation	
Total Enrolled Hours =	Hrs
Enrolment Tuition Fee =	\$
Ancillary/Materials Fee =	\$
Amenities Fee =	\$
Total Fee Payable =	\$

Office use only	
Total fee paid at enrolment	\$
Receipt number	

**2012 Full Fee Paying Tuition Rates**  
 2012 full fee paying tuition rates available online:  
[www.swinburne.edu.au/studentoperations/fees/tafe](http://www.swinburne.edu.au/studentoperations/fees/tafe)

**Concession Type** – Tuition fee concession only available for students enrolling in Cert IV & below level courses **or** students under 25 years of age with a valid concession card enrolling into the Skills Deepening Category. Students must show a valid Health Care Card, Pensioner Concession Card or Veterans Gold Card. (Please complete details below)

Benefit Code: ..... Card Number: ..... Card Expiry date \_\_\_\_/\_\_\_\_ (mm/yy)

Enrolling officer to circle relevant concession type below:

H – Health Care Card Holder	P – Pensioner Concession Card
V – Veteran Gold Card Concession	J – Job seeker referral with concession CI-IV

**VET FEE-HELP (Skills Deepening Courses Only)**

To be eligible for VET FEE-HELP, you must be an Australian citizen or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the unit. Only tuition fees may be deferred via VET FEE-HELP. You are required by the University to provide documentation to verify your citizenship. Proof of citizenship must be one of the following: a certified or original copy of your current passport, birth certificate or extract of birth certificate or citizenship papers.

Complete ONLY if student is applying for VET FEE-HELP

Proof of Name and Citizenship provided Yes

**METHOD OF PAYMENT (tick one)**     VISA     MASTERCARD     CHEQUE     EFTPOS     3RD PARTY INVOICE

*Do NOT fill in details here if you are paying at the cashier point*

CREDIT CARD NO: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_/\_\_\_\_ (mm/yy)

TOTAL FEE \$ \_\_\_\_\_ NAME ON CARD: ..... SIGNATURE: .....

Enrolling Officer Signature: ..... Print Name: ..... Position: ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

Student Signature: ..... Print Name: ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)