



BALLARAT PO Box 663 Ballarat VIC 3353 Australia
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CALL 1800 FED UNI
WEB federation.edu.au
CRICOS Provider Number 00103D

1. Federation Student Identification Number

Grid for 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

Input field for Program Code

2. Previous application and/or enrolment

Form for previous application and/or enrolment with radio buttons for Yes/No

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

Form for biographical details including name, title, date of birth, and gender

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

4. Country of Birth

Form for country of birth and arrival year in Australia

5. Home address

Form for home address including building, street, suburb, state, and telephone

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.

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

Form for mailing address including building, street, PO box, suburb, state, and post code

Student HQ Data Entry Record
Student's data entered
Enrolment data entered
Student HQ staff signature

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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

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)
- | | |
|---|--------------------------------------|
| <input type="radio"/> Hearing impairment/deaf | <input type="radio"/> Physical |
| <input type="radio"/> Vision | <input type="radio"/> Intellectual |
| <input type="radio"/> Acquired brain impairment | <input type="radio"/> Learning |
| <input type="radio"/> Medical condition | <input type="radio"/> Mental illness |
| <input type="radio"/> 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?

- | | |
|---|--|
| <input type="radio"/> Completed Year 12 | <input type="radio"/> Completed Year 9 or equivalent |
| <input type="radio"/> Completed Year 11 | <input type="radio"/> Completed Year 8 or lower |
| <input type="radio"/> Completed Year 10 | <input type="radio"/> Never attended school |

In which year did you complete that school level?

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Are you still attending secondary school?

- Yes No

If No, and you're 17 years of age or under, you MUST provide to Federation University a copy of your 'Transition from School' form or correspondence or certificate signed by the School Principal.

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^
<input type="radio"/> Bachelor Degree or Higher Degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Advanced Diploma or Associate Degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Diploma (or Associate Diploma)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate IV or Advanced Certificate/Technician	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate III (or Trade Certificate)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate II	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate I	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificates other than the above	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 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?

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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)

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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
- 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? (Tick one box only)

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

Which of the following classifications **best** describes your current or recent occupation? (Tick one box only)

- Managers
- Professionals
- Technicians and Trade Workers
- Community and Personal Service Workers
- Clerical and Administrative Workers
- Sales Workers
- Machinery Operator and Drivers
- Labourers
- Others

15. Reason for study

Which category **best** describes your main reason for undertaking this program/traineeship/apprenticeship? (Tick ONE box only)

- 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 into another program of study
- To get skills for community/voluntary work
- For personal interest or self development
- Other reasons

16. Victorian Student Number

Enter your Victorian Student Number (VSN)

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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: Skills First Program: Student Declaration

This section **must** be completed by all students enrolling in a new program who are eligible to access government subsidised training. If you are a full fee paying student, you are required to complete **Section B** only.

STUDENT TO COMPLETE		DO NOT LEAVE ANY SECTIONS BLANK. Please ask the Program Co-ordinator/Teacher for help if you do not understand a question.	
I, (insert your name)			
in seeking to enrol in: (include full title of qualification you seek to enrol in)			
declare the following to be true and accurate statements:			
A	How many other government funded programs have you enrolled in that will start in the same calendar year as the program/s you are applying for now? (Don't include the program/s you are applying for now. Do include other program/s at this and other training providers you've enrolled in, but haven't yet started)	<input type="radio"/> 0	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+
B	Not including the program/s you are applying for now, how many other government funded programs are you doing at the moment?	<input type="radio"/> 0	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+
C	In your lifetime, how many government funded programs have you started (commenced) that are at the same level as the one you are applying for now? If you are applying for a program on the Foundation Skills List, tick 'Not applicable (N/A)'	<input type="radio"/> 0	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+ <input type="radio"/> N/A
D	If you are applying for a program on the 'Free TAFE for Priority Courses List' do you want to access your opportunity to receive a Fee Waiver for this program? Note: You can only receive a Fee Waiver for one course on this list.	<input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Not Applicable
E	If you answered 'YES' to question D, have you already received a Fee Waiver for this course or for any other course on the 'Free TAFE for Priority Courses List'?	<input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Not Applicable
F	If you answered 'YES' to question E, are you applying to recommence in the same program for which you previously received a Fee Waiver?	<input type="radio"/> Yes	<input type="radio"/> No
G	<input type="radio"/> I am / <input type="radio"/> I am not enrolled in a school, including government, non-government, independent, Catholic or home school. (Tick appropriate response)		
H	<input type="radio"/> I am / <input type="radio"/> I am not enrolled in the Commonwealth Government's 'Skills for Education and Employment' program. (Tick appropriate response)		
I	I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the 'Skills First' Program. I understand how enrolling in the above qualification/s will affect my future training options and eligibility for further government subsidised training under the 'Skills First' Program.		
J	I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.		

Section B: 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).

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.**

VET Student Loans may be available for approved Diploma and Advanced Diploma programs. This loans program replaces the VET Fee Help scheme to give eligible students access to quality higher level VET qualifications. For more information, visit www.education.gov.au/vet-student-loans

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

Releasing my enrolment information to an employer or sponsoring organisation – please read carefully: If you are an apprentice or trainee the University is obligated to release details regarding your enrolment to your employer as part of your Training Agreement Contract.

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

Yes No Not applicable

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Section B: Acknowledgments, privacy statement and disclaimer continued...

Student Declaration: for Section A and Section B

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice and agree to the terms described in this Privacy Statement and Disclaimer: This enrolment and its continuance is facilitated by government funding. If there is a change in the policy or legislation of any government or public authority which adversely impacts on the University's capacity to deliver programs then it is possible that my enrolment may be affected or cancelled. To the extent permitted by law, I release Federation University Australia from all claims for losses or compensation that may arise in those circumstances.

- 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 I have provided, to the best of my knowledge is true, correct and complete at the time of my enrolment/application
- I consent to the 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 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.**

I acknowledge all information provided in Section A is true and correct. I acknowledge I have read the Victorian Government's VET Student Enrolment Privacy Notice and agree to the terms described in the Privacy Statement and Disclaimer in Section B.

Student
Signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Parental/guardian consent is required for all students under the age of 18

Parent/
Guardian
Signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Fees Payable: SCHOOL TO COMPLETE

School MUST complete this section if not attaching a Statement of Fees

Fee	\$	Fee description (ie. excursion, materials)
Tuition Fee – government funded		
Full fee – Tuition fee		
Material fee (GST free)		
Material fee (GST inclusive)		
Other		
Other		
Total fees payable \$		Total Enrolled Hours

To be eligible for a concession on the tuition fee a **copy** of your current and valid concession card must accompany this enrolment form otherwise the **non concession** rate will be charged. A copy of the concession card must be retained on file by Federation University Australia.

Note: Concession rates do not apply if your fees are being fully paid by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

Government Funded Enrolment

- Fees to be paid on enrolment, indicate payment method below
- Employer authorisation to pay tuition fees has been forwarded directly to Finance

Commercial Arrangements (includes restricted access)

- Yes** If Yes, invoice to be raised by the School

Method of payment: STUDENT TO COMPLETE

- Student Invoice** **VET Student Loan** **Employer / 3rd party**

If you have ticked VET Student Loan, have you previously commenced this course with another provider and accessed a VET Student Loan (VSL)?

- Yes** **No**

Please note, it is your responsibility to advise us of your accumulated VSL debt for this course if you want to continue accessing your available VSL balance.

Credit card payments can be made online through my Student Centre, or refer to your student invoice for alternative payment methods.

Confirmation of fees: The above fees have been calculated based on your enrolment. All charges should match your statement of fees provided to you prior to enrolling.

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

If your employer/3rd party has agreed to pay your fees they must complete the 'Employer Authorisation to Pay Tuition Fees' form.

If you do not indicate the specified payment method above you will receive an invoice. This invoice will be sent to your Federation University email account and can be accessed through mySC.

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Section C: Skills First Program

Evidence of student eligibility and RTO Declaration

Evidence of citizenship/residency and age

I confirm that in relation to (Student's full name)

I have sighted one of the following original, or a certified copy of the original, documents:

- an Australian Birth Certificate (not Birth Extract)
- a current Australian Passport
- a current New Zealand Passport
- Australian Citizenship Certificate
- a current **green** Medicare Card
- formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) **and** the student's foreign passport or ImmiCard
- a proxy declaration for individuals in exceptional circumstances as per Clauses 2.16-2.20 of these Guidelines
- an Australian citizenship by descent extract
- a Referral to Government Subsidised Training – Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross
- confirmation obtained from the Visa Entitlement Verification Online System (VEVO) that the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa

By EITHER:

- viewing an original; OR
- viewing a certified copy; OR
- verifying through the Document Verification Service (DVS) (where it is possible to do so, and in accordance with Clause 2.2 (b)(iii) of the Guidelines About Determining Student Eligibility and Supporting Evidence); OR
- viewing a printed or electronic record from VEVO that confirms a student holds a valid Bridging Visa Class E, Safe Haven Enterprise or Temporary Protection Visa

AND I have **RETAINED** one of the following:

- a copy of the original or certified copy; OR
- the certified copy; OR
- evidence as set out in Clause 2.2(iii) of the Guidelines (where verified through the DVS); OR
- a printed or electronic copy of a record from VEVO that confirms the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa.

AND if the student's age is relevant to their eligibility, and the document produced from the list above does not include a date of birth (or if the date of birth has not been verified through use of the DVSL I have also **sighted** and **retained** a copy of **one** of the following:

- current drivers licence
- current learner permit
- Proof of Age card
- 'Keypass' card
- Not applicable

Section D:

To be completed by the authorised RTO delegate

Number of programs student is currently eligible for: 0 1 2

Eligibility exemption granted: Yes No

Based on discussion with the student, the above evidence I have sighted (and retained a copy of) in Section C, and the information provided to me by the student in Section A of this form I believe that the above individual satisfies the Entitlement to Funded Training eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Skills First Program for the following qualification/s.

I have also sighted and retained (where applicable) relevant evidence required to grant an exemption of eligibility requirements or other limitations pursuant to any initiatives in Part C of Schedule 1 of the VET Funding Contract and as specified in Clause 2.21 of the Guidelines About Determining Student Eligibility and Supporting Evidence.

Program Name:

(Include full title of qualification/s in which the student is seeking to enrol)

Sections C, D and E must be completed by an authorised delegate of the registered training organisation where a student is eligible to access government subsidised training. Refer to the 'Delegations – Contract, Financial, Staffing and Tender Policy'.

If the student is continuing in the same program that he/she commenced in the previous year, or is a full fee paying student, the RTO delegate needs to complete **Section E** only.

Note the RTO must sight a **Transition from School form** for ALL students under the age of 17 authorising an exemption from school enrolment that has been signed by the student's school principal where there the student has completed Year 10. Students who have completed a year level below Year 10 must have their form signed by the Department of Education and Training Regional Director.

Section E: This section must be completed for all enrolments

To be completed by the authorised RTO delegate

Has the applicant completed or is currently completing the Course is Introduction to NDIS? Yes No

If yes, is the course they now wish to enrol in on the NDIS course list? Yes No

What is the expected number of supervised hours for the program the student is enrolling in?

What is the expected date training for this program will be completed?

Is this a Free TAFE for Priority Course place? Yes No

The applicant is eligible for government funded tuition	<input type="radio"/> Yes, eligible Funding code:*
The applicant is not eligible for government funded tuition	<input type="radio"/> Not eligible Funding code:*

Authorised RTO delegate:

Name	<input type="text"/>
Position	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text" value="DD / MM / YYYY"/>

***Funding Codes:** Note: For other funding codes please contact your relevant Education Manager.

- | | |
|---|---|
| P Govt Funded Tuition | F Full Fee Tuition |
| LS School Based Trainee Govt Funded | DIP NDIS Govt Funded |
| LP Apprentice Govt Funded | DIL Apprentice/Trainee Govt funded |
| LT Trainee Govt Funded | U International Students only |
| LE School Based Apprentice Govt Funded | |

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Eligibility Check

The questions below are to assist with determining the applicant/students eligibility to access government subsidised training.

1. To be eligible to access government subsidised training YOU MUST meet the citizenship/residency requirements:

- be an Australian citizen; or
- be a New Zealand citizen; or
- be a holder of a permanent visa.

2. YOU CANNOT be enrolled in a secondary school, including government, non government, independent, catholic or home school.

3. YOU MUST seek to enrol in a qualification higher than the qualification you hold unless:

- the qualification you hold was completed as part of VCE/VCAL, International Baccalaureate and senior secondary certificates
- completed foundation skills courses;
- VET certificates completed as part of a senior secondary qualification;
- courses with the title 'Course in...'; and
- overseas qualifications that are not formally deemed equivalent.

YOU are exempt from the above 'Upskilling' rule if you are:

- under 20 years of age;
- are seeking to enrol in a Foundation Skills course and do not hold a Diploma qualification;
- are seeking to enrol in an Apprenticeship;
- are seeking to enrol in VCE/VCAL.

4. YOU are allowed to commence in a maximum of 2 government subsidised courses only in a calendar.

- you are exempt from the above rule if you are transitioning from a superseded qualification to the current version of the same qualification;
- recommencing training in the same qualification at either the same or a different provider;
- seeking to enrol in an apprenticeship and the qualification you commenced is listed on the 'Approved Pre-Apprenticeship and Pathways Qualification list'.

5. YOU are allowed to undertake training in a maximum of 2 government subsidised courses at any one time.

- you are exempt from the above rule if you are transitioning from a superseded qualification to the current version of the same qualification;
- recommencing training in the same qualification at either the same or a different provider;
- seeking to enrol in apprenticeship and the qualification you commenced is listed on the 'Approved Pre-Apprenticeship and Pathways Qualification list'.

6. YOU are allowed to commence a maximum of 2 government subsidised courses at each AQF level across your lifetime.

- you are exempt from the above rule if the qualification you hold was completed as part of VCE/VCAL, International Baccalaureate and senior secondary certificates;
- Foundation Skills courses;
- VET certificates completed as part of a senior secondary qualification;
- transitioning from a superseded qualification to the current version of the same qualification;
- recommencing training in the same qualification at either the same or a different provider.

7. Free TAFE – You are eligible to enrol in only ONE Free TAFE program.

If you wish to enrol in another program you may be eligible to access government subsidised training however you will be charged the relevant program fees.

If you are NOT ELIGIBLE to access government subsidised training you may wish to discuss your full fee options with your program co-ordinator.

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