

Enrolment Form (Higher Education)

- Use **BLOCK LETTERS** and tick ✓ boxes
- This form is for students who are new to the University or who are commencing a **new** program. All sections **must** be completed.

Form Submission

Email: info@federation.edu.au
In Person: Student HQ at your home campus.

Partner Students:
Lodge completed form at your Partner Administration Office.

Personal Details

FedUni Student ID Number:	<input type="text"/>	Application Number:	<input type="text"/>
Have you ever been enrolled as a Higher Education student at this institution? (including FedUni and predecessors University of Ballarat, Ballarat University College or Ballarat College of Advanced Education)		Yes	No
Title:	<input type="text"/>	Firstname:	<input type="text"/>
Other names:	<input type="text"/>	Family name:	<input type="text"/>
Date of birth:	<input type="text" value="DD / MM / YYYY"/>	Gender:	Male Female Other
Are you an international student studying in Australia?	Yes	No	
In which country were you born?	Australia	Overseas > Countryname:	<input type="text"/>
		Year of arrival in Aust.	<input type="text"/>
Are you of Aboriginal or Torres Strait Islander descent?	No	Yes, of Aboriginal descent	Yes, of Torres Strait Islander descent
		Yes, of both Aboriginal and Torres Strait Islander descent?	
Do you speak a language other than English at your permanent home address?	Yes	No	
If yes, what is the main non-English language spoken?	<input type="text"/>		

Location Details: where will you be studying this year?

FedUni Campus: Campus as specified on offer :

Other (Please specify): Provider: Provider Location:

Permanent Home Address: including permanent overseas home address if applicable

Address:	International Home Phone: 0011 + Country Code (<input type="text"/>)	<input type="text"/>
<input type="text"/>	Suburb/Town/City	<input type="text"/>
State	Post Code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Email:	<input type="text"/>	

Contact Details: during semester and lecture breaks. (Not applicable to offshore students.)

Preferred contact number:	Australian Home Phone (<input type="text"/>)	<input type="text"/>
	Australian Mobile	<input type="text"/>
Residential Address:	Other telephone (<input type="text"/>)	<input type="text"/>
<input type="text"/>	Suburb/Town/City	<input type="text"/>
State	Post Code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	<input type="text"/>	

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Mailing Address: *the address to which all communications from the University will be mailed*

Same as Semester address Other:

Suburb/Town/City

State Post Code Country

Emergency Contact: *including permanent overseas home address (if applicable)*

Name: Relationship:

Mailing address:

Suburb/Town/City

State Post Code Country

Australian mobile Australian home telephone ()

International Home Phone (where applicable): 0011 + Country Code ()

Do you have a disability, impairment or long term medical condition that may affect your studies?

Yes Please indicate the area/s of impairment below No Please continue to the next question.

Hearing Mobility Vision Learning

Medical Other:

Would you like to receive advice on the support services, equipment and facilities that may assist you? Yes No

Citizenship/Residency Details *(Not applicable to offshore students.)*

What is your Citizenship and/or Residency status?

Australian Citizen *If you were born outside Australia and have gained Australian Citizenship, you must supply supporting documentation with this.* Attached

New Zealand Citizen

Other Status

Temporary Entry Permit (Student Visa) Visa Subclass

Holder of a Permanent Humanitarian Visa Visa Subclass Date Permanent Residency Granted:

Holder of a Permanent Resident Visa Visa Subclass *A copy of your PR Visa must be attached to this form* Attached

Program Details

Academic Career: Undergraduate Postgraduate Research Year Level:

Program Code: Program Name:

Academic Plan Code *(if known)*: Plan Name:

Application Centre: FedUni Other (please specify):

Mode of attendance: Internal Other (please specify):

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Prior Education: What is your highest education level participation, prior to commencing this course?

A Higher Education Postgraduate degree course of any type:	Completed	Not Completed	Last year of enrolment:	<input type="text" value="YYYY"/>
B Higher Education Bachelor degree course:	Completed	Not Completed	Last year of enrolment:	<input type="text" value="YYYY"/>
C Higher Education Sub-Degree Course (Associate Degree, Advanced Diploma, Diploma):	Completed	Not Completed	Last year of enrolment:	<input type="text" value="YYYY"/>
D TAFE qualification	Completed	Not Completed	Last year of enrolment:	<input type="text" value="YYYY"/>
VET Sub-Degree Program	<i>Associate Degree, Advanced Diploma or Diploma at a TAFE College or other Vocational Education and Training (VET) Provider</i>			
VET Award Program	<i>Award program other than VET Sub-Degree Program Associate Degree, Advanced Diploma or Diploma at a TAFE College or other Vocational Education and Training (VET) Provider</i>			
VET Sub-Degree Program	<i>Final year of secondary education at a TAFE college, technical college, evening school, evening college, CAE, Institute of advanced education or institute of tertiary education</i>			
E Secondary school	Completed	Not Completed	Last year of attendance:	<input type="text" value="YYYY"/>
Last secondary school attended:	<input type="text"/>			
F Other qualifications or certificate of attainment or competence	Completed	Not Completed	Last year of attendance:	<input type="text" value="YYYY"/>
G No prior educational attainment				

Basis for admission to this program: Please tick the appropriate response.

- | | |
|---|--|
| 31. A higher education course (Australian or overseas equivalent), complete or incomplete, based on responses A, B or C in 'prior education' above. | 33. Secondary education undertaken at school, VET or other Higher Education Provider (Australian or overseas equivalent), based on response E in 'prior education' above. |
| 34. A VET award course other than a secondary education course (Australian or overseas equivalent), based on response D in 'prior education' above. | 36. Mature age special entry provisions . |
| 37. A professional qualification . | |

Education level of your parents or guardians:

These questions are about the highest level of education completed by your parents or guardians.

The Education Department requires this information to be collected for statistical purposes. *It is not used by FedUni* to assess applications for admission. Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent / Guardian 1:

Male Female Other No Parent/Guardian

What is the highest level of education completed by parent/guardian 1?

Postgraduate qualification (eg. graduate diploma, masters degree, PhD)

Bachelor degree

Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE cert).

Completed Year 12 schooling*

Completed Year 10 schooling*, continued at school, but didn't complete Year 12 schooling*

Completed Year 10 schooling*

Didn't complete Year 10 schooling*

Don't know

* or equivalent

Parent / Guardian 2:

Male Female Other No Parent/Guardian

What is the highest level of education completed by parent/guardian 2?

Postgraduate qualification (eg. graduate diploma, masters degree, PhD)

Bachelor degree

Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE cert).

Completed Year 12 schooling*

Completed Year 10 schooling*, continued at school, but didn't complete Year 12 schooling*

Completed Year 10 schooling*

Didn't complete Year 10 schooling*

Don't know

* or equivalent

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Payment options:

What is your payment option? Please indicate one payment option below:

Please note: Your citizenship **status** on the census date for a particular semester/term will **determine** your fee **liability status** for that study period.

Commonwealth Supported Place

(all students must complete an online Commonwealth Assistance Form via my Student Centre)

- 201 Defer all or part of student contribution through HECS-HELP* (Australian Citizen or Permanent Humanitarian visa holder)
- 204 Pay full student contribution upfront (New Zealand Citizen or Permanent Visa holder [non-humanitarian])

Domestic Fee-paying

- 301 Pay full non-award course fee upfront (not HELP eligible)
- 302 Pay full Award or Enabling course tuition fee upfront
- 230 Defer all or part of award or enabling course tuition fee through FEE-HELP* (Australian Citizen or Permanent Humanitarian visa holder)

Research Training Program (RTP)

- 331 Receiving a Research Training Program (RTP) Fees Offset as defined in Commonwealth Scholarships Guidelines (Research)

Fee-paying overseas students

- 310 Fee-paying international student who is not sponsored under a foreign aid program

Office use only

- 260 Commonwealth supported place student with an Exemption scholarship (no student contribution to be charged)
- 261 Domestic student enrolled in an enabling course (i.e. bridging or supplementary programme)
- 270 Fee paying (non-Commonwealth supported place) student with an exemption scholarship (no tuition fee to be charged)

To apply for HELP assistance (HECS, FEE or SA-HELP) you must complete an online Commonwealth Assistance Form via my Student Centre.

Commonwealth supported students:

Are you a pre-2008 student in a commonwealth supported place? Yes No

For eligibility, please refer to the Information for Commonwealth supported HECS-HELP booklet or visit www.gotouni.gov.au

If you are eligible to be a pre-2008 student, you must also complete an 'Application to be considered a pre-2008 student' form. This form is available from Student HQ. If your previous study was at another University, evidence of enrolment is also required.

International sponsored students:

Are you an overseas sponsored student?

Yes Please indicate the sponsorship below

No Please continue to the next question.

AusAID: the Australian Government's Overseas Aid Program

IPRS: Endeavour International Postgraduate Research Scholarship

Other

Have you been awarded a partial or full School scholarship? Yes No

Domestic sponsored students:

If your employer or a third party will be paying fees associated with your course/s of study please contact Student Finance via email: studentfees@federation.edu.au.

You will be required to complete a **Third Party Authorisation to pay Tuition Fees** form and provide a purchase order requisition or letter from your employer/third party to authorise a sponsor invoice.

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Enrolment details

Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Course Name	<input type="text"/>
Lecture / Seminar class number	<input type="text"/>	Tutorial class number	<input type="text"/>	Lab class number	<input type="text"/>	<input type="text"/>

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Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Course Name	<input type="text"/>
Lecture / Seminar class number	<input type="text"/>	Tutorial class number	<input type="text"/>	Lab class number	<input type="text"/>	<input type="text"/>

Term Codes: Term codes consist of the year (YY) and then the relevant code. eg 2018 Spring Semester would be 1825.

	Semester 1	Semester 2	Winter Semester	Spring Semester	Summer Semester	Late Summer Semester
FedUni Campuses	YY 05	YY 20	YY 15	YY 25	YY 27	YY 02
Partner Providers	YY 07	YY 17			YY 27	
Northern Hemisphere	YY 03	YY 23				

Semester Census Dates: visit www.federation.edu.au/important-dates

Students enrolling through education provider other than Federation University Australia campuses must check with their education provider for relevant census (withdrawal) dates.

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Privacy

The information being sought in this form is collected for the purposes of processing and maintaining your enrolment or status as a student (including on approved leave) so that you can access the facilities and services supplied by or available to you at the University.

The information will be held by Federation University Australia in accordance with the University's *Information Privacy Policy* and may be accessed and used by people employed or engaged by the University in the delivery of services to you.

The information may be made available to Commonwealth and State agencies pursuant to the University's obligations under law including to the ESOS Assurance Fund established 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 and in accordance with the University's *Information Privacy Policy*.

The provision of this information is voluntary, but if this information is not provided, the University may be unable to process your enrolment and provide you with a service or access to facilities.

You have a right of access to, and correction of, your personal information in accordance with Privacy legislation and the University's *Information Privacy Policy*. Please direct any enquiries you may have in relation to this matter to the University's Privacy Officer telephone +61 3 5327 9506 or visit federation.edu.au and search for 'Privacy'.

Declaration

I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by Federation University Australia ('University') of any place which may be offered. I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that I am bound by the statutes and regulations of the University and I agree to pay all fees charged directly to me arising from this enrolment. I acknowledge that the University may correspond with me via official University noticeboards or to my nominated mailing address or to my University email account. I acknowledge that if I wish to have my photograph withheld from use by the University that I will contact the University in writing requesting the removal of my photograph.

I consent to use and disclosure of the information provided by me in this form for the purposes and in the circumstances described above.

Student signature:

Date:

OFFICE USE ONLY

Partner Provider (PP) Approval: (where applicable)

Emergency contact entered Prior education entered Enrolment is approved for courses.

I hereby confirm that the program name, program code and course details listed on this form are correct.

PP Program Coordinator Name: _____

PP Program Coordinator Signature: _____

Date: _____

FedUni Faculty / School Approval:

Emergency contact included Prior education included Enrolment is approved for courses.

Type of place: CSP CSP exempt CSP non-exempt Fee-paying domestic Fee-paying international

International students studying in Australia only:

Passport copy attached Passport details entered (if applicable) Acceptance Agreement attached Offer letter attached

Visa copy attached Visa details entered (if applicable) Enrolment NSI added (if applicable) CoE attached

I hereby confirm that the program name, program code and course details listed on this form are correct.

Program Coordinator Name: _____

Program Coordinator Signature: _____

Date: _____

FedUni Student HQ (Office Use Only)

MySC updated Passport details entered (if applicable) Visa details entered (if applicable) Enrolment NSI added (if applicable)

Entered by: _____

Date: _____

ID card printed by: _____

Date: _____