

## This form can be used for:

- Students who are continuing in the same program from the previous year
- Students who are adding additional course enrolments to their current year program

Please print in block letters using a blue or black pen.

POST PO Box 663 Ballarat VIC 3353 Australia  
 EMAIL info@federation.edu.au | ABN 51 818 692 256  
 WEB federation.edu.au | CRICOS 00103D  
 CALL 1800 FED UNI | RTO 4909

## SCHOOL TO COMPLETE (Please attach and tick box)

- ☐ Copy of completed unit enrolment sheet and statement of fees
- ☐ Copy of current concession card if applicable
- ☐ Copy of current DELTA contract if applicable
- ☐ If an employer/3rd party has agreed to pay your fees they must complete the 'Third Party Authorisation to Pay Tuition Fees' form

Program Code

## Student HQ Data Entry Record

Entered on:	D D / M M / Y Y Y Y
Entered by:	
PID No.	

## STUDENT TO COMPLETE (Check your address and name details are correct in mySC and update if necessary)

Federation Student Identification Number <input type="text"/>		Program details	
Biographical (Personal) details		Year	
First name		Current Fund Code*	
Other name		New Fund Code (if applicable)*	
Family name		Program Title	
Phone number			
Email			

\*Fund Codes – For other fund codes please contact your relevant Education Manager

P = Govt Funded Tuition      LE = School Based Apprentice Govt Funded      DIP = NDIS Govt Funded      FV = VETis  
 LS = School Based Trainee Govt Funded      LT = Trainee Govt Funded      DIL = Apprentice/Trainee Govt Funded      ZC = Corrections  
 LP = Apprentice Govt Funded      F = Full Fee Tuition      U = International Students Only

## Student declaration

I acknowledge all information was provided to me at the time of my original enrolment in the above program and continue to agree to all the terms and conditions.

Signature	Date
	D D / M M / Y Y Y Y

## AUTHORISED RTO DELEGATE TO COMPLETE

Name	Position
Signature	Date
	D D / M M / Y Y Y Y

## SCHOOL MUST COMPLETE THIS SECTION IF NOT ATTACHING A STATEMENT OF FEES

Note a copy of current concession card MUST be provided for each enrolment episode

Method of payment	<input type="radio"/> Student Invoice <input type="radio"/> VET Student Loan <input type="radio"/> Employer / 3rd Party
Fees Payable	\$
Tuition fee payable	
Material fee (GST free)	
Material fee (GST inclusive)	
Other	
Other	
Total fees payable	\$

**Confirmation of fees:** Fees have been calculated based on your enrolment and all charges should match the attached statement of fees. Charges may be amended if the information you provided was incorrect, or if you failed to provide the required documentation within the specified time frames.

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.

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

Warning – Uncontrolled when printed! The current version of this document is kept on the Federation University website.

Authorised by: Manager, Student HQ  
 Document Owner: University Registrar  
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