

**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)	
<input type="checkbox"/> Copy of completed unit enrolment sheet	<b>Program Code</b> <input type="text"/>
<input type="checkbox"/> Copy of current EPSILON contract if applicable	
<input type="checkbox"/> If an employer/3rd party has agreed to pay your fees they must complete the 'Fee Sponsor' form	

Student HQ Data Entry Record	
Entered on:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Entered by:	<input type="text"/>
PID No.	<input type="text"/>

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

<b>Federation Student ID No.</b>	<input type="text"/>	<b>Program details</b>
<b>Biographical (Personal) details</b>		<b>Year</b>
<b>First name</b>	<input type="text"/>	<b>Current Fund Code*</b>
<b>Other name</b>	<input type="text"/>	<b>New Fund Code (if applicable)*</b>
<b>Family name</b>	<input type="text"/>	<b>Program Title</b>
<b>Date of birth</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	
<b>Phone number</b>	<input type="text"/>	
<b>Email</b>	<input type="text"/>	

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

- |                                              |                                                 |                                             |                         |
|----------------------------------------------|-------------------------------------------------|---------------------------------------------|-------------------------|
| <b>P</b> = Govt Funded Tuition               | <b>LE</b> = School Based Apprentice Govt Funded | <b>DIP</b> = NDIS Govt Funded               | <b>FV</b> = VETis       |
| <b>LS</b> = School Based Trainee Govt Funded | <b>LT</b> = Trainee Govt Funded                 | <b>DIL</b> = Apprentice/Trainee Govt Funded | <b>ZC</b> = Corrections |
| <b>LP</b> = Apprentice Govt Funded           | <b>F</b> = Full Fee Tuition                     | <b>U</b> = 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.

**Do you have a current concession?**  Yes  No

**Signature**

**Date**  /  /

**AUTHORISED RTO DELEGATE TO COMPLETE**

**Name**

**Position**

**Signature**

**Copy of current concession card attached**  Yes  No

**Date**  /  /

**Method of payment**

- Student Invoice
  VET Student Loan
  Employer / 3rd Party

**Fees Information:** Refer to your Statement of Fees for the total indicative fees relevant to the program you are enrolling into, as well as other important information relevant to fees.

Tuition fees for this enrolment instance will be calculated based on the subjects you are enrolling into and the evidence of eligibility you have provided. Material fees may also be applicable to your enrolment – these cover items such as tools, uniforms and excursions.

Please note: where additional enrolments are required, fees will be charged as per each enrolment instance.

An invoice will be issued for the individual subjects you are enrolling into, and any material fees (if applicable). This invoice will be sent to your Federation University email account and can be accessed from mySC. If your fees are being paid by a sponsor a 'fee sponsor' form must be completed.

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

Visit [www.federation.edu.au/tafeees](http://www.federation.edu.au/tafeees) for further fee information, payment plan form, fee sponsor form, and to access the refund policy.

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

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