

All questions must be answered for the enrolment to be processed.
Please print in block letters using a blue or black pen.

POST PO Box 663 Ballarat VIC 3353 Australia
CALL 1800 FED UNI | WEB federation.edu.au
ABN 51 818 692 256

Federation Student ID Number

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PID No.

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Course Code

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Previous application and/or enrolment

Have you previously been a student of Federation University? Yes No

If yes, please state Federation Student ID number (if known)

Has your name changed since your last enrolment? Yes No

Previous name

Citizenship/Residency

Australian Citizen
 New Zealand Citizen
 Permanent Humanitarian Visa
 Permanent Non-Humanitarian
 Overseas Resident
 Temporary Entry Permit

Biographical (personal) details

First name

Other name/s

Family name

Title Mr Mrs Ms Miss Other (please specify):

Date of birth

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 Gender Male Female Other

Country of birth Australia Other (please specify):

If other, what year did you arrive in Australia?

Are you Aboriginal or Torres Strait Islander origin?
 No Yes, Aboriginal Yes, Torres Strait Islander Yes, both Aboriginal and Torres Strait Islander

Are you an Asylum Seeker?
 Yes No

Do you speak a language other than English as your first language?
 No, only English (EN)
 Yes. If more than one, indicate the one spoken most often:

Correction centre contact details

Facility

Mailing address

Phone

Disability

Do you consider yourself to have a disability, impairment or long-term condition?
 No
 Yes (please tick all applicable)

Hearing impairment/deaf
 Vision
 Acquired brain impairment
 Medical condition
 Physical
 Intellectual
 Learning
 Mental health illness
 Learner with Literacy, Numeracy and Digital Literacy Needs
 Other (please specify below):

School education

What is the highest level that you completed at school?

Completed Year 12
 Completed Year 11
 Completed Year 10
 Completed Year 9 or equivalent
 Completed Year 8 or lower

In which year did you complete that school level?

Unique Student Number

USI (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/get-a-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**

Have you ever spent time in formal out-of-home care? Yes No

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

Section A: 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/Documents/training/providers/rto/Victorian_VET_Student_Statistical_Collection_Guidelines_2023_v1.0.pdf

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 Vocational 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).

Department/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.**

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

I acknowledge that I have read and agree to the terms described in this Privacy Statement and Disclaimer and:

- I agree to abide by the Legislation, Policies, Procedures, Standard of Conduct and rules of Federation University Australia
- 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 provided to Federation University Australia is to the best of my knowledge true, correct and complete at the time of my enrolment/application

- I consent to 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 acknowledge and understand Federation University Australia reserves the right to cancel a course if insufficient registrations are received and should this occur, I will be notified and all fees fully refunded.

Releasing my enrolment information to an employer or sponsoring organisation – please read carefully

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

Yes No Not applicable

Student Declaration for Section A above

Student Signature

Date

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Section B: This section must be completed for all enrolments

To be completed by the Authorised Delegate

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| Course code | |
| Course name | |
| The applicant is not eligible for government funded tuition | |
| Funding Code | ZC |

Authorised RTO delegate:

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| Name | | | | | | | | | | | |
| Position | | | | | | | | | | | |
| Signature | | | | | | | | | | | |
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StuAdmin Use Only

APPL
 DEIN
 USI
 PID
 Stat's page
 Enrol (APT)
 Tuition Calculation

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

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