

# 2010 Enrolment Application

Your application to enrol in this course will be reviewed by a teacher. If this course does not meet your needs, a teacher will contact you to discuss your course/unit options. Areas indicated with an \* must be answered, including the Student Statistics on page 3. If your name has changed since you last enrolled with TAFE NSW please provide certified evidence.



Open Training and Education Network

ABN 36459049947

## Section 1

**\*Please use BLOCK letters.**

Your results/Testamur will be issued with your legal name(s) details provided.

TAFE NSW student no.

Have you studied at TAFE NSW before?  Y  N

\*Family name  Middle name

\*First name  \*Gender  Male  Female

\*Residential address  \*Date of birth ( DD / MM / YYYY )

\*Suburb/Locality/Town

\*State  \*Postcode  Country

\*Postal address ( If same as residential address write AS ABOVE )

\*Contact (include country code, if applicable) Mark your preferred contact

Home

Work

Mobile

Email

Can we contact you by sms?  Y  N

## Section 2

Course no.  Course name

Have you been enrolled in this course before?  Y  N

OFFICE USE ONLY	Enrolment type	N R C
	Payment Category	
	Non Payment Code	
	Cohort	
	TVH docs attached	<input type="checkbox"/> Y <input type="checkbox"/> N
	Enrolling officer's signature	
	Date	

## Section 3

**\*Are you of Aboriginal or Torres Strait Islander origin?** If you require assistance contact OTEN. (Details are available in the OTEN Course and Career Guide or visit the OTEN website [www.oten.edu.au](http://www.oten.edu.au))

If you are both Aboriginal and Torres Strait Islander, mark both boxes 2 and 3.

1.  No      2.  Yes, Aboriginal      3.  Yes, Torres Strait Islander

**\*Do you consider yourself to have a disability, impairment or long term condition?** Mark one box only.

1.  No      2.  Yes

If YES, mark any applicable box listed.

1.  Vision      2.  Hearing/Deaf      3.  Physical      4.  Intellectual      5.  Medical Condition  
 6.  Mental Illness      7.  Acquired Brain Impairment      8.  Learning      9.  Other

**\*Do you require assistance because of this disability, impairment or long term condition from a Teacher/Consultant for Students with Disabilities?**

1.  No      2.  Yes

If YES, contact a Teacher/Consultant for Students with Disabilities. (Details are available in the OTEN Course and Career Guide or visit the OTEN website [www.oten.edu.au](http://www.oten.edu.au))

**\*Citizenship and Residency:** Do you reside in Australia? Mark one box only (5) 1.  Yes      2.  No

Mark your citizenship or residency status below. Mark one box only. If a temporary Visa Holder, read the OTEN Enrolment Information before completing this section.

- I am 1.  an Australian citizen      2.  a New Zealand citizen      3.  an Australian permanent resident  
 4.  an Australian Temporary Visa Holder      6.  a Permanent humanitarian visa holder  
 and my visa sub-class is: .....

If you are a Temporary Visa Holder and are required to pay tuition fees, you will need to complete the **Supplementary Enrolment form for Temporary Visa Holders**.

## Section 4 Student Declaration

I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures. I have read the section titled Management of Risk of Harm to Students and Staff on page 2 of this Enrolment Application form. I also acknowledge that it is a condition of my enrolment to advise the Manager Educational Programs, a TAFE Counsellor or my Head Teacher if I have a history of violence. I confirm the accuracy of the information I have provided on this Enrolment Application form and acknowledge that providing any false information and/or failing to disclose any relevant information, including any history of violence, may lead to the immediate termination of my enrolment at TAFE NSW. Information provided on this form and collected throughout my enrolment will be handled by TAFE NSW in accordance with the Student Privacy notice on page 2 of this form.

\*Signature of applicant ..... Date .....

## Section 5 Apprentice/Trainee

Is this enrolment application part of an approved traineeship/apprenticeship?  Yes  No

If YES, you must provide a copy of your apprenticeship/traineeship approved letter of registration.

**Office use only:** Traineeship/Apprenticeship evidence provided/sighted.

Approving Officer's name ..... Signature ..... Date .....

## Section 6 TAFE NSW Credit Transfer

Please read the information on page 4 before applying for TAFE NSW Credit Transfer.

TAFE NSW Credit Transfer – I wish to receive authorised credit transfer from ALL previously studied courses in TAFE NSW

### Management of Risk of Harm to Students and Staff

TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Manager Educational Programs, a TAFE Counsellor or your Head Teacher prior to attending a TAFE NSW college, practical session or work placement.

For these purposes 'violence' is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and well being of others such as:

- actual violence to any person
- possession of or use of a weapon or any item with the intention to cause harm or injury to others
- threats of violence or intimidation of others
- suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student's needs and maximise your success in your studies.

### Student Privacy

Information collected by the New South Wales TAFE Commission during a student's enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Student information will be held securely and disposed of securely when no longer needed. The information may be disclosed to Centrelink, the Department of Veterans' Affairs, the Department of Education, Employment and Workplace Relations, the Department of Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority).

While the provision of information requested on this student Enrolment Application form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting your TAFE NSW campus administration or by using TAFE NSW Student e-Services.

## Section 7 Student Statistics - 2010

To help us provide a better service please complete the personal details below by marking the appropriate box/es or provide information where requested. All information is treated confidentially. Please read the Student Privacy notice on page 2.

If your personal details change please update by using TAFE NSW Student e-Services or contact OTEN Student Services

1 What is your highest completed school level?

- 1  Year 12 or equivalent    4  Year 9 or equivalent  
 2  Year 11 or equivalent    5  Year 8 or below  
 3  Year 10 or equivalent    6  Never attended school

2a In which year did you complete the above school level?

   

2b Are you still attending secondary school?

- 1  No                                    2  Yes

3a Have you successfully completed any of the following qualifications?

- 1  Yes                                    2  No

3b If YES, mark any applicable box/es:

- 1  Bachelor Degree or Higher Degree  
 2  Advanced Diploma or Associate Degree  
 3  Diploma (or Associate Diploma)  
 4  Certificate IV (or Advanced Certificate/Technician)  
 5  Certificate III (or Trade Certificate)  
 6  Certificate II  
 7  Certificate I  
 8  Certificates other than above

3c Mark any applicable box/es below to indicate from where you obtained the above qualifications:

- 1  Overseas  
 2  Adult and Community Education (ACE)  
 3  HSC VET Framework Course  
 4  TAFE NSW  
 5  Other Training provider

4 Of the following categories, which BEST describes your current employment status? (Mark one box only)

- 1  Full-time employee  
 2  Part-time employee  
 3  Self employed—not employing others  
 4  Employer  
 5  Employed—unpaid worker in a family business  
 6  Unemployed—seeking full-time work  
 7  Unemployed—seeking part-time work  
 8  Not employed—not seeking employment

5 Of the following categories, which BEST describes your main reason for undertaking this course? (Mark one box only)

- 1  To get a job  
 2  To develop my existing business  
 3  To start my own business  
 4  To try for a different career  
 5  To get a better job or promotion  
 6  It is a requirement of my job

7  I want extra skills for my job

8  To get into another course of study

9  For personal interest or self development

10  Other reasons

6 In which country were you born? (Mark one box only)

- 1  Australia                                    11  Iraq  
 2  China                                        12  Fiji  
 3  Hong Kong (SAR of China)    13  Sudan  
 4  India    14  Thailand  
 5  Lebanon                                        15  Iran  
 6  New Zealand                                    16  Indonesia  
 7  Philippines                                    17  Afghanistan  
 8  United Kingdom                                    18  Sri Lanka  
 9  Vietnam                                        19  Bangladesh  
 10  Korea Republic of (South)    20  South Africa

Other – please print name of country

                    

7 If you were not born in Australia, what year did you first arrive in Australia?

   

8 Do you speak a language other than English at home?

1  No, English only (If no, go to Question 11)

Yes, I speak (Mark one box only)

- 2  Arabic                                        9  Tagalog                                        16  Bengali  
 3  Cantonese                                    10  Vietnamese                                    17  Russian  
 4  Greek    11  Korean                                        18  Dari  
 5  Hindi    12  Persian (excl Dari)  
 6  Italian    13  Turkish                                        19  Serbian  
 7  Mandarin                                    14  Thai    20  Macedonian  
 8  Spanish                                        15  Indonesian                                    21  Tamil

Other—please print name of language

                    

9 How well do you speak English?

- 1  Very well                                        3  Not well  
 2  Well    4  Not at all

10 Do you require help with English?

- 1  No  
 2  Yes If yes, please contact OTEN.

11 Child Care Survey

Do you need assistance with child care to attend this course?

- 1  No    2  Yes

**Note:** Limited child care places are available at some TAFE NSW campuses for a fee. **Applications for child care places must be made separately. The OTEN site does not have child care facilities.**

### Temporary Visa Holders

Temporary Visa Holders' enrolment in TAFE NSW is subject to specific conditions. These are outlined at [www.oten.edu.au](http://www.oten.edu.au) or contact the TVH Coordinator at OTEN. If your visa sub-class requires you to pay tuition fees, you will need to complete the Supplementary Enrolment form for Temporary Visa Holders.

### TAFE NSW Credit Transfer

If you have successfully completed the SAME or an EQUIVALENT unit to one that is in your current course, the result from your previous study will be TRANSFERRED to your current course and included on your TAFE NSW Transcript of Academic Record. Your Head Teacher/Teacher can advise you of the units for which grades will transfer. There may be some cases where it is NOT possible to transfer a grade. In these cases your TAFE NSW Transcript of Academic Record will indicate that the unit has been achieved BY ADVANCED STANDING or log onto your Student e-Services (password required) account and view the Enrolment Details Screen.

### TAFE NSW fee, Concession fee or Exemption from the TAFE NSW fee

Your enrolment is not complete and you will not have access to learning materials until you have paid the TAFE NSW fee, the Concession fee or have been exempted from the TAFE NSW fee, and you have paid the OTEN Student Materials and Handling Charge. For information on Fees and Charges read the OTEN Course and Career Guide or visit [www.oten.edu.au](http://www.oten.edu.au)

### Claiming an exemption from the TAFE NSW fee

To be eligible for an exemption from the TAFE NSW fee you must be receiving an eligible entitlement on enrolment. No other grounds will be recognised.

- A. If you are applying for a TAFE NSW fee exemption on the basis of Aboriginal or Torres Strait Islander origin, you are requested to indicate your origin on your enrolment form. By signing the enrolment application form you consent to TAFE NSW:
  - recording you as being an Aboriginal student (and if appropriate, changing any personal information you have previously provided)
  - using this information for reporting purposes only.
- B. If you are a client of a Teacher/Consultant for students with a disability, you are entitled to one exemption per year from the TAFE NSW fee. You only need to pay the OTEN Student Materials and Handling Charge, as well as any course related charges if appropriate. Subsequent course enrolments in the year will attract the TAFE NSW Concession fee and the OTEN Student Materials and Handling Charge.
- C. If you are receiving a Disability Support Pension, you are entitled to one full fee course exemption per year.

Because you are receiving the Disability Support Pension you are requested to indicate your disability, impairment or long-term condition on your enrolment form. By signing the enrolment application form you consent to TAFE NSW:

- recording you as being a student with a disability, impairment or long-term condition (and if appropriate, changing any personal information you have previously provided)
- using this information for reporting purposes only.

Subsequent course enrolments in the year will attract the TAFE NSW Concession fee and the OTEN Student Materials and Handling Charge.

- D. If you are a dependant of a recipient of a Disability Support Pension living in NSW, you are entitled to one full fee course exemption per year. Subsequent course enrolments attract the TAFE NSW Concession fee (if living in NSW) and the OTEN Student Materials and Handling Charge.

### TAFE NSW Concession fee

To be eligible for the TAFE NSW Concession fee you **must be living in NSW** and receiving an eligible entitlement at the time of enrolment. No other grounds will be recognised. Eligible entitlements include:

*Newstart, Youth Allowance, Austudy, Aged Pension, Carer Payment, Wife Pension, Widow Allowance, Widow 'B' Pension, Mature Age Allowance, Veterans' Affairs Payments, Veterans' Children Education Scheme, Parenting Payment (Single), Farm Help Income Support, Sickness Allowance, Family Tax Benefit Part A (at max rate), Exceptional Circumstances Relief Payment, Special Benefit, Disability Support Pension (second or subsequent enrolments). A dependant child, spouse or partner of a recipient of an eligible benefit may also be eligible for the Concession fee.*

### Apprentice/Trainee

Apprentices/Trainees pay a capped fee per year. Both apprentices and trainees are eligible to pay the full year fee by instalment. To be eligible for the capped fee, apprentices and trainees must provide an apprentice/trainee approved letter of registration with this enrolment application.

### VET FEE-HELP

TAFE NSW is an approved VET FEE-HELP provider. A VET FEE-HELP Student loan may be available for eligible full-fee paying students enrolling in an eligible TAFE PLUS or other commercial qualification. For information about VET FEE-HELP, eligibility criteria and the TAFE NSW Statement of VET Tuition Assurance, go to [www.tafensw.edu.au](http://www.tafensw.edu.au) or contact OTEN.

**Section 9 Fees and Charges**

If you are applying for an exemption or a concession, go to Section 10.

If you are paying the TAFE NSW fee or tuition fees, and the OTEN Student Materials and Handling Charge, complete either Part A, B, C or D

**A. TAFE NSW fee and OTEN Student Materials and Handling Charge**

You must refer to page 4 for payment conditions before completing this section.

- I am paying the full annual TAFE NSW fee \$ \_\_\_\_\_
- I wish to pay the full annual TAFE NSW fee in two equal instalments First instalment \$ \_\_\_\_\_

**OTEN Student Materials and Handling Charge** *(this must be included with this application)*

- Living in Australia \$50     Living Overseas \$120 \$ \_\_\_\_\_
- Total** \$ \_\_\_\_\_

**B. Trainee/Apprentice – with approved letter of registration.**

- I am paying the TAFE NSW capped trainees/apprentices fee \$ 414
- I wish to pay the TAFE NSW capped trainees/apprentices fee in two equal instalments First instalment \$ 207

**C. Temporary Visa Holder**

Charges and tuition fees as calculated by OTEN for Temporary Visa Holder sub-class..... \$ \_\_\_\_\_

**D. International student living overseas**

Charges and tuition fees as calculated by OTEN for international students living overseas. \$ \_\_\_\_\_

**Payment**

**Note:** This page is your tax invoice and a copy should be retained for taxation purposes, if required. Fees and charges are GST free (ABN 36459049947). **OTEN is unable to issue third party invoices.** Attach a cheque, postal order (payable to OTEN) or include your credit card details (MasterCard, Visa). **Do not enclose cash.**

<b>Card type</b>	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	<b>Expiry Date</b>	
		_____ / _____	
Card no.			<b>Total</b> \$ _____
Cardholder's name			
Cardholder's signature			

**Post your OTEN Enrolment Application to:**  
 OTEN Student Services – Enrolments  
 Locked Bag 2012  
 Strathfield NSW 2135

**Or**  
**Fax:** 02 9715 8411 (if paying by credit card and faxing documents, if applicable)

## Section 10 Claiming an exemption or concession

Complete Part A TAFE NSW Concession fee or Part B Exemption from the TAFE NSW fee.

See page 4 for details. **Mark the required box, complete information where required and complete payment details.**

### A. TAFE NSW Concession fee

To be eligible for the TAFE NSW Concession fee you must be:

- living in NSW
- receiving an eligible Commonwealth benefit or be the dependant child, spouse or partner of a recipient of an eligible Commonwealth benefit. See page 4.

I am applying and paying fees for the TAFE NSW Concession fee because:

- I am receiving an eligible benefit from Centrelink or the Department of Veterans' Affairs. **Complete Part C or attach supporting documentation.** See page 4.
- I am a client of a Teacher/Consultant for Students with Disabilities (second or subsequent course enrolment). **Complete Part C or attach supporting documentation.** See page 4.
- I am a dependant  child or  spouse/partner of a recipient of an eligible benefit. **Attach supporting documentation.** See page 4.

**I am including payment (see bottom of page) for \$101 for a concession & the OTEN Student Materials and Handling Charge.**

### B. Exemption from the TAFE NSW fee

Is this the first exemption you have claimed for the TAFE NSW fee in 2010?  Yes  No

I am applying and paying the OTEN Student Materials and Handling Charge for an exemption from the TAFE NSW fee because:

- I am of Australian Aboriginal or Torres Strait Islander origin (*definition – a person who identifies and is accepted as an Australian Aboriginal or Torres Strait Islander by the community with which they are associated*).
- I am currently receiving a Disability Support Pension from Centrelink or Veterans' Affairs. **Complete Part C or attach supporting documentation.** See page 4.
- I am a client of a Teacher/Consultant for Students with Disabilities. (*If this is your first enrolment with OTEN, please call 1300 362 890*). **Complete Part C or attach supporting documentation.** See page 4.
- I am a dependant  child or  spouse/partner of a recipient of the Disability Support Pension living in NSW. **Attach supporting documentation.** See page 4.

**I am including payment (see bottom of page) for \$50 for the OTEN Student Materials and Handling Charge.**

### C. Verifying your eligibility for a concession or exemption.

OTEN can verify your eligibility status, in most circumstances online (**except for Family Tax Benefit Part A at the maximum rate, or a dependant child/spouse/partner, documentation is required with your application**).

I, ..... (student) hereby authorise Centrelink to release details of my CRN, payment type and status to TAFE NSW to obtain an exemption from the TAFE NSW fee/Concession fee. It is not to be used for any other purpose.

I certify that I have given true and correct details and authorise TAFE NSW to confirm with Centrelink or the Department of Veterans' Affairs, the current status of my entitlement. Read Student Privacy on page 2. I am currently receiving the following benefit

..... CRN .....

Signed ..... Date ..... / ..... / .....

### Payment

**Note:** This page is your tax invoice and a copy should be retained for taxation purposes, if required. Fees and charges are GST free (ABN 36459049947). **OTEN is unable to issue third party invoices.** Attach a cheque, postal order (payable to OTEN) or include your credit card details (MasterCard, Visa). **Do not enclose cash.**

Card type	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Expiry Date	/
Card no.			
Cardholder's name			
Cardholder's signature	Total \$		

**OFFICE USE ONLY**

Concession/Exemption .....

Approved  Not approved

Officer's signature .....

Date .....