

## PeopleSoft Enrolment Form

TAFE NSW Student ID

Unique Student Identifier

International Student Number

Campus Location

Course Name

Course Code

Local Offering (Cal-Occ Code) (office use)

Fee Type

Fee Amount

Fund/Funding Source

Have you previously enrolled in TAFE?

Yes

No

If Yes, at what location did you study?

Are you a TAFE NSW staff member?

Yes

No

**Your results and TAFEcard will be issued with your legal name(s)/details provided below and must match the information of your USI.**

Title:(Mr/Ms/Miss/Dr/Hon/Prof/Rev)

\*Family name (same as for USI)

\*First name (same as for USI)

\*Middle name

Preferred Given Name

\*Date of Birth

\*Gender

Female

Male

Indeterminate/Intersex/Unspecified/Non-Binary

Gender Identity

Female

Male

Non-Binary

Prefer not to answer

Unspecified

Preferred Pronouns

she, her, hers

he, him, his

they, them, theirs

ze, zir, zirs

Prefer not to answer

\*Mobile phone

Email Address

\*Home phone

Work Phone

\*Home Address

\*Suburb

\*State

\*Postcode

\*Country of Home address

Postal address, if different from above

\*Suburb

\*State

\*Postcode

\*Country of Postal Address

\*Are you living in NSW social housing or are you or your household on the NSW Housing Register?

Yes

No

\*Are you of Australian Aboriginal and/or Torres Strait Islander descent? (Documentary evidence of community identification may be required)

1. Yes, Aboriginal

2. Yes, Torres Strait Islander

3. Aboriginal and Torres Strait Islander

4. No

\*Do you consider yourself to have a disability, impairment or longer-term condition?

Yes

No

Vision

Acquired Brain Impairment

Hearing/Deafness

Mental Illness

Physical

Learning

Intellectual

Other (specify below)

Medical conditions

Do you require training support and/or assistance for this disability, impairment or long-term condition from a Teacher/Consultant?

Yes

No

(You can schedule an appointment to discuss your training support needs/assistance)

I agree to receive student surveys from TAFE NSW Yes No

\*Student Statistics – Please complete the required statistical questions on the third page of this form

\*Citizenship and Residency – Do you reside in Australia? Yes No

\*Please indicate your citizenship or residency status. I am:

an Australian citizen      a New Zealand citizen      an Australian permanent resident  
a permanent humanitarian visa holder and my visa sub-class is  
an Australian temporary visa holder and my visa sub-class is      and the expiry date is  
other – holder of visa subclass      100      309      801      820 - and my partner holds a Permanent Humanitarian Visa  
other – Offshore student (no Australian residency or visa)

Are you currently a NESA Registered Home-Schooled Student? Yes No

## Student Fee Information

The Student Fee for NSW government subsidised training depends on your entitlement and eligibility, including prior qualifications. Your fee is estimated at time of enrolment, with supporting evidence as required. Eligibility to a Concession Fee or Fee Exemption, from 1 January 2017, can be reviewed after enrolment and during your enrolment in this course of study.

When you enrol in a government subsidised course you will be required to pay the Smart and Skilled student fee, unless you qualify for a fee exemption or fee concession. Please see the [Smart and Skilled Fee Administration Policy](#) for full Smart and Skilled fee details and requirements under this program

## TAFE NSW Privacy Statement

TAFE NSW is committed to protecting your privacy in accordance with all applicable privacy laws. All personal information TAFE NSW collects in connection with your enrolment is managed in accordance with TAFE NSW's Privacy Statement, which is available at <https://www.tafensw.edu.au/privacy> or on request. If you do not provide all the information TAFE NSW requires, TAFE NSW may not be able to enrol you or provide you with certain products and services.

## Student Declaration

If you are under 18 years of age this declaration must be signed by your parent/guardian. I acknowledge and agree to the following:

- All information provided with this enrolment is true, accurate, complete and not misleading in any way and I will provide evidence when requested to support my declarations. I will promptly inform TAFE NSW of any changes. If any of that information is incorrect, incomplete, false or misleading, including not disclosing a history of violent behaviour, TAFE NSW may cancel this enrolment.
- I have read the section titled Management of Risk of Harm to Students and Staff on the TAFE NSW Enrolment Information sheet. I also acknowledge that it is a condition of my enrolment to advise the Campus Manager, a TAFE Counsellor, or my Head Teacher if I have a history of violent behaviour.
- I have been informed of, accessed or been provided with sufficient information to understand all the requirements and applicable terms and conditions of my enrolment, including student rights and responsibilities, the fees and charges associated with my course, and refund policy.
- I agree to pay all the student fees and charges associated with my enrolment by the due date(s), otherwise TAFE NSW may suspend or cancel this enrolment, refer the outstanding debt to a debt collection agency and will withhold my award/results for any completed course until all outstanding amounts are paid.
- I am liable for all outstanding amounts, whether or not another person (e.g. my employer, sponsor, parent or guardian or any other organisation or entity) has agreed to pay them on my behalf.
- I will comply with all applicable TAFE NSW policies, procedures, rules and lawful instructions relating to my enrolment, including student conduct and disciplinary policy.
- I consent to TAFE NSW collecting, storing, using and disclosing my personal information in accordance with TAFE NSW's Privacy Statement, including disclosing my personal information to other Government departments and agencies or as permitted by law, including the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002.
- I consent and authorise TAFE NSW and Services Australia (Centrelink) for the release of information on the status of my Centrelink Entitlement solely to confirm and validate my eligibility for fee exemption or fee concession on enrolment into NSW Government subsidised training and/or identified TAFE NSW courses.

- I understand and consent that to support a Credit Transfer application, TAFE NSW will request verification of my Academic Record with the issuing Provider to ensure the achievement of competency and currency of the training and equally, TAFE NSW will verify authenticity of a TAFE issued Academic Record when requested by another Provider in accordance with the Standards for Registered Training Organisations (RTOs).

### Smart and Skilled Consent

- Without limiting TAFE NSW's Privacy Statement, I understand and agree that personal information (information or an opinion about me), collected from me, (my parent or guardian) such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together Personal Information) collected by TAFE NSW may be disclosed to the Department of Education (the Department). The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.
- The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any fee exemptions or concessions. My personal information may also be disclosed to other third parties if required by law.
- I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.
- I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with TAFE NSW for the purposes of evaluating and assessing my subsidised training.

**I am the parent or legal guardian of the student. I understand the TAFE NSW Privacy Statement and consent to this enrolment in accordance with the Terms and Conditions outlined on this Enrolment Form.**

**Parent/Guardian Name**

**Parent/Guardian Signature**

If the student is under 18 years of age

**Date**

**Student Signature**

**Date**

### Authorisation by Teaching Section/Contracted Program Representative

Is this enrolment part of:

a formal apprenticeship

a contractual arrangement with another party

a formal traineeship

neither

On the above student information I authorise the enrolment to proceed. I verify that the student has completed the enrolment form including the compulsory Student Statistics questions and student signature. Note: Student Services will verify the eligibility for the relevant funding and follow up with Parents/Guardians approval for under 18s where required. The time stamp/signature against the active enrolment in the Student Management System is the digital signature of these verifications.

**Teaching Section/Contracted Program Representative Name**

**Teaching Section/Contracted Program Representative Signature**

**Date**

### Student Privacy Statement

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record 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 when required by law and to government departments and agencies, including for example to the Services Australia (Centrelink), the Department of Veterans' Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admissions Centre, NSW Education Standards Authority and the National Centre for Vocational Education Research. 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 Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on enrolment 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 us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student Portal.

## Student Statistics

### Family Name

### First Given Name

To help TAFE NSW provide a better service please complete the information below. All questions are to be answered and information will be treated confidentially. Please do not write outside boxes. If your personal details change, please update by contacting TAFE NSW or by using the Student Portal.

1. What is your highest completed school level?

Year 12 or equivalent	Year 10 or equivalent	Year 8 or equivalent
Year 11 or equivalent	Year 9 or equivalent	Never attended school

2. In which year did you complete this school level?

3. Are you still attending secondary school? Yes No

4. Have you successfully completed any of the following qualifications? Yes No

5. If yes, then please enter the appropriate location number in the applicable boxes

Master's Degree	Advanced Diploma or Associate Degree	Certificate III (or Trade Certificate)
Doctoral Degree	Diploma (or Associate Diploma)	Certificate II
Graduate Diploma/Certificate	Certificate IV (or Advanced Certificate/Technician)	Certificate I
Bachelor's degree or Higher Degree		Certificates other than those listed here

### Location Numbers

1 – Overseas 2 – TAFE NSW 3 – Adult & Community Education (ACE) 4 – Other Training Provider 5 – HSC VET Course 6 – Higher Education/University

6. Of the following categories, which BEST describes your current Employment status? Place a CROSS (X) in one box only

Full-time employee	Self-employed – employing others	Unemployed seeking part-time work
Part-time employee	Employed – unpaid worker in a family business	Not employed – not seeking employment
Self-employed – not employing others	Unemployed – seeking full-time work	

7. Which best describes your main reason for studying?

1. To get a job	5. To get a better job or promotion	9. For personal interest or self-development
2. To develop my existing business	6. It is a requirement of my job	10. To get skills for community/volunteer work
3. To start my own business	7. I want extra skills for my job	11. Other reasons
4. To try a different career	8. To get into another course of study	

8. In which country were you born?

Australia	Fiji	Korea, Republic of (South)	Papua New Guinea	Sri Lanka	United States of America
Afghanistan	Hong Kong (SAR of China)	Lebanon	Pakistan	Sudan	Vietnam
Bangladesh	India	North Macedonia	Philippines	Taiwan	Other
Myanmar	Indonesia	Malaysia	Russian Federation	Turkey	
China (exl SARs and Taiwan)	Iran	New Zealand	South Africa	United Kingdom	
Congo (DR of)	Iraq		South Sudan		

9. If you were not born in Australia, what year did you first arrive in Australia

10. Do you speak a language other than English at Home?

No, English only (If NO, do you need to complete the remaining questions.

Yes, I speak (Place a CROSS (X) in one box only)

Arabic	French	Korean	Russian	Tongan
Bengali	German	Macedonian	Samoan	Turkish
Burmese	Greek	Mandarin	Serbian	Urdu
Cantonese	Hindi	Nepali	Sinhalese	Vietnamese
Croatian	Indonesian	Persian (exl Dari)	Spanish	Other
Dari	Italian	Polish	Tagalog	
Dinka	Japanese	Portuguese	Tamil	
Fijian	Khmer	Punjab	Thai	

11. How well do you speak English? Very Well Well Not Well Not at all

12. Do you require help with English? No Yes

## TAFE NSW Enrolment Information – Terms and Conditions

### Changes to Courses

TAFE NSW reserves the right to:

- run, withdraw and/or cancel the delivery of a course
- offer and run a course at a location or delivery pattern other than that advertised
- alter the times or dates for the whole or any part of the course
- offer you a new/alternate course if the course has been updated in line with national industry standards.
- refuse more than one attempt at a course or qualification, or assessment event within a Unit of Competency (UoC).

If any of these course changes become necessary you will be advised, including alternative arrangements which may be available for you.

### Payment of student fees and additional charges

All student fees and charges are continuously reviewed and are subject to change. Your enrolment is not complete and you are not entitled to participate in training until you have paid the relevant student fee (or fee instalment by due date where applicable), the concession fee, or have been exempted from the student fee.

- TAFE NSW will NOT accept cash for payment of fees or enrolment-related charges. You may pay by EFTPOS, Visa card, MasterCard, BPay, cheque or money order payable to TAFE NSW.
- The first payment is to be paid when you enrol, and before participation in training. At enrolment, you will be notified when your second and/or further payments are due, and you can also view payment information via the Student Portal.
- When enrolling into subsidised training, students who receive a specified Commonwealth benefit or allowance may be eligible to pay a concession fee per course, up to and including Certificate IV, instead of the student fee. Aboriginal or Torres Strait Islander students who live or work in NSW, or live in identified border postcodes, may be exempt from paying the student fee and students in receipt of the Disability Support Pension or students with a disability (clients of a Teacher/Consultant) may be exempt from paying the student fee in subsidised training.
- The concession fee may be payable by instalments. Ask at enrolment.
- NSW Apprentices and trainees must provide proof of their status as an apprentice or trainee at time of enrolment.
- Registered home-schooled students must provide their NESA Registration letter to be eligible for Smart and Skilled subsidised training.
- Welfare/Benefit recipients are required to provide a CRN and/or documentary evidence to be eligible for a Concession fee.

For more information about student fees and charges, go to <https://www.tafensw.edu.au/enrol/fees>.

**Additional charges** may apply to your course for essential equipment and items that become your property, such as, chef knives, licence fees; an optional charge for items that are not essential for your study, such as exotic or non-standard flowers or other raw materials; an optional charge for alternate forms of access to an item or service that is essential for your training, such as a textbook, rather than the on-line materials.

**Your student fee (or fee exemption)** is for your first attempt at training, including the Unit/s of Competency within your course. Additional fees may apply where you need a second/repeat attempt at a UoC.

### Withdrawing from your study

Students who withdraw from their study are required to formally withdraw in writing. Students who have not demonstrated participation and/or attendance in their study on a regular basis will be contacted to determine their status of continuing or withdrawing from their studies. TAFE NSW will assist you to re-commence your studies, however if no response is received within times specified, action will be taken to withdraw you from your enrolment.

**Refund of the student fee** - A refund of the student fee may be given in the following circumstances:

- You enrolled in a course that has been cancelled by TAFE NSW.
- You have overpaid your fee.
- You formally advise the campus, prior to the start of your course, that you wish to withdraw.
- You paid the Smart and Skilled fee for your course and was then granted a fee exemption dated to the course start date.
- You enrolled in training less than 1 week duration and you formally advise the campus at least five business days prior to the start of the course that you wish to withdraw.
- If, after your course start date, you advise you wish to withdraw and you have pre-paid on future fee instalments, you may be eligible for a refund of the pre-paid fee instalment/s.

Note: There are separate fee, fee refund conditions and fee amendment conditions for FEE-HELP, VET Student Loans, as well as for contracted services, such as, TVET (TAFE delivered VET in Schools), go to <https://www.tafensw.edu.au> or contact your campus of enrolment.

### Amendment of the student fee

If, after enrolment, you provide evidence that you were an NSW registered apprentice or a trainee at time of enrolment, and still enrolled in your course, your student fee will be amended. If enrolled in subsidised training on and from 1 January 2017 and while still enrolled in your course, you subsequently provide evidence of eligibility to a Concession Fee or Fee exemption, your student fee (and future fee instalments) will be amended.

If you are granted Youth Allowance or Austudy commencing after enrolment and within two weeks of the course start date, and become eligible for a Concession fee, your student fee (and future fee instalments) will be amended.

If, after enrolment into government subsidised training, you are granted Credit Transfer or Recognition of Prior Learning, your fee (and future fee instalments) will be amended.

### Behind in paying your student fee, the concession fee or other fees or charges?

The student fees and applicable charges are required to be paid, at enrolment and/or by scheduled instalment date/s, either by the person enrolled (or by the nominated 'third party', for example, your employer, parent or guardian or any other organization or entity), or as identified within a contract for delivery of TAFE NSW training. You are liable for your student fee, so if a nominated 'third party' has not paid your student fee (or fee instalments) by the due dates, you will be required to make the necessary fee payment/s.

If you have outstanding fees or charges, (whether due to be paid by yourself, a nominated 'third party', or by instalments with a debt collection agency), you will have your access to enrolment, training and training materials 'blocked'. You will not receive the student academic documents for your enrolment, nor will the Report to Employer be issued for apprentices and trainees. TAFE NSW may also refer your outstanding fees for debt recovery action, where this action has not yet occurred.

You can view your scheduled fee notifications, when they are due, and the history of your payments through your Student Portal.

## Preferred and legal names

TAFE NSW uses your preferred given name (or your First Given Name) + Family Name to create a unique Username to access the TAFE NSW Student Portal. If you supply a preferred given name upon your first enrolment with TAFE NSW (e.g. Kim rather than Kimberley), your username will reflect the preferred given name (e.g. Kim.Jones). If there already is a Kim Jones you will be Kim.Jones2. If you want to change or add a preferred name you will need to contact us and advise if you want your Username updated. Your legal name will be displayed on your TAFEcard, testamurs, certificates and other official documents.

## Making a complaint/Consumer Protection

If you have an issue, we recommend that as soon as the situation arises that you talk to one of our teaching or other staff. Most concerns can be resolved quickly and informally. If you continue to have a problem you can report it to any TAFE NSW employee who will record your concerns so they can be dealt with confidentially and promptly. You can also use the [online complaint form](#). If you are enrolled in NSW government subsidised training and are experiencing issues that cannot be resolved you can seek assistance from the TAFE NSW Consumer Protection Officer or review from an independent organisation including Training Services NSW on 13 28 11.

## Management of Risk of Harm to Students and Staff

To meet legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violent behaviour 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 Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class or participation in training. For this purpose, 'violent behaviour' is not restricted to physical acts.

It includes any behaviour that seriously interferes with the physical or psychological safety and wellbeing 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, 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 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 need and maximise your success in your studies.