

# 2015 New Enrolment Form

<input type="text"/>									
Application Number									
or <input type="text"/>									
Partner Provider Application Number									
<input type="text"/>						<input type="text"/>		<input type="text"/>	
FedUni Student ID Number						Program Code		Year Level	
Academic Career									
Undergraduate <input type="checkbox"/>						Postgraduate <input type="checkbox"/>		Research <input type="checkbox"/>	

This form is to be used by all students who are new to the University **or** who are commencing a **new** program. All sections **must** be completed.

**At which provider will you be studying this year?**

FedUni ☐ Mt Helen Campus ☐ Gippsland Campus ☐ Camp St Campus ☐ SMB Campus ☐ Wimmera campuses ☐

Other ☐ Please specify > Provider

Provider Location  Provider Location Code

**Have you ever been enrolled as a Higher Education student at this institution?** Yes ☐ YES No ☐ NO (FedUni, University of Ballarat, Ballarat University College or Ballarat College of Advanced Education).

If yes, under what name did you previously enrol? Title  First Name

Family Name

What was your Student ID Number? (if known)  Last year of attendance?

**Personal Details:**

Title  First Name

Other Names

Family Name

Date of Birth   /   /      Gender Male ☐ Female ☐ Are you an International Student studying in Australia? YES ☐ NO ☐

In which country were you born? Australia ☐ Overseas ☐ Name of Country

Are you of Aboriginal or Torres Strait Islander descent? No ☐ NO Yes, of Aboriginal descent ☐ Yes, of Torres Strait Islander descent ☐ Yes, of both Aboriginal and Torres Strait Islander descent ☐

**Permanent Home Address:** (including permanent overseas home address if applicable)

Address  International Home Telephone 0011 + Country Code (  )

Suburb/Town/City

Country  State  Post Code

Home eMail

**Contact Details: During Semester and Lecture Breaks**

Preferred contact number { ☐ Australian Home Telephone (  )     ☐ Other Telephone (  )     ☐ Australian Mobile      }

Residential Address

Suburb/Town/City

Country  State  Post Code

Aust. eMail

**Mailing Address: the address at which all communications from the University will be mailed.**

Suburb/Town/City

Country  State  Post Code

**Emergency Contact:** *(including permanent overseas home address if applicable)*

Name																															
Relationship																															
Mailing Address																															
																Suburb/Town/City															
Country																State						Post Code									
Australian Home Telephone ( )																Australian Mobile															
International Home Telephone	0011 +					Country Code																									

**Do you have a disability, impairment or long-term medical condition that may affect your studies?**Yes ☐ YES No ☐ NO

If no, please continue to the next question.

If yes, please indicate the area/s of impairment.

Hearing	<input type="checkbox"/>	Mobility	<input type="checkbox"/>
Vision	<input type="checkbox"/>	Learning	<input type="checkbox"/>
Medical	<input type="checkbox"/>	Other	<input type="checkbox"/>

If yes, would you like to receive advice on the support services, equipment and facilities that may assist you?

Yes ☐ YES No ☐ NO**If you were born overseas, what year did you first arrive in Australia?**

Y

Y

Y

Y

**What is your Citizenship and/or Residence status?**

Australian Citizen	<input type="checkbox"/>	} <i>If you were born outside Australia and have gained Australian Citizenship, you must supply supporting documentation with this enrolment form.</i>	Attached <input type="checkbox"/> YES	
New Zealand Citizen	<input type="checkbox"/>			
Other Status	<input type="checkbox"/>			
Temporary Entry Permit (Student Visa)	<input type="checkbox"/>	Visa Subclass	<div></div> <div></div> <div></div> <div></div>	} <i>Date Permanent Residency Granted</i> <div>D</div> <div>D</div> / <div>M</div> <div>M</div> / <div>Y</div> <div>Y</div> <div>Y</div> <div>Y</div> <i>If you have indicated that you are a Permanent Resident you must attach a copy of your Visa to this enrolment form.</i> Attached <input type="checkbox"/> YES
Holder of a Permanent Humanitarian Visa	<input type="checkbox"/>	Visa Subclass	<div></div> <div></div> <div></div> <div></div>	
Holder of a Permanent Resident Visa <i>(excluding Permanent Humanitarian Visa)</i>	<input type="checkbox"/>	Visa Subclass	<div></div> <div></div> <div></div> <div></div>	

**Do you speak a language other than English at your permanent home address?**Yes ☐ YES No ☐ NOIf yes, what is the main non-English language spoken? 

Program Code	<div></div> <div></div> <div></div>	Year Level	<div></div>	Academic Career	Undergraduate	<input type="checkbox"/>	Postgraduate	<input type="checkbox"/>	Research	<input type="checkbox"/>
Program Name										
Academic Plan Code	<div></div> <div></div> <div></div>	•	<div></div> <div></div>	•	<div></div> <div></div>	Semester Start Date	<div>D</div> <div>D</div> / <div>M</div> <div>M</div> / <div>Y</div> <div>Y</div> <div>Y</div> <div>Y</div>			
Academic Plan Name <i>(If applicable)</i>	<i>(ie: Strand, Major, Minor)</i>									
Application Centre	Federation University	<input type="checkbox"/>	Other (please specify)							
Admit Type	Domestic	<input type="checkbox"/>	International	<input type="checkbox"/>						
Mode of Attendance	Internal	<input type="checkbox"/>	Other (please specify)							

**Will your employer be paying fees associated with your course/s of study?**Yes ☐ YES No ☐ NO

Contact Name																															
Address for Invoice																															
																Suburb/Town/City															
Country																State						Post Code									
Telephone ( )																ABN															
You will be required to provide a purchase order requisition or a letter from your employer to authorise the invoice.																														Attached	<input type="checkbox"/> YES

**Personal Information. Private and Confidential**

**What is your payment option?** Please indicate **one** payment option below

HECS-liable students

- ☐ 201 deferred all or part of student contribution through HECS-HELP (Australian Citizen or holder of a Permanent Humanitarian Visa)
- ☐ 202 paid the full student contribution up-front with HECS-HELP discount (Australian Citizen or holder of a Permanent Humanitarian Visa)
- ☐ 203 paid the full student contribution up-front without HECS-HELP discount (New Zealand Citizen or holder of a Permanent Visa)

FEE-HELP eligible students

- ☐ 230 deferred all or part of Award or Enabling course tuition fee through FEE-HELP (Australian Citizen or holder of a Permanent Humanitarian Visa)

Non-overseas tuition fee-exempt students

- ☐ 270 student in a non-Commonwealth supported place with an exemption scholarship (no tuition fee to be charged)

Contribution exempt students

- ☐ 260 student in Commonwealth supported place with an exemption scholarship (no student contribution to be charged)
- ☐ 261 a domestic student enrolled in an enabling course (ie bridging or supplementary program)
- ☐ 262 student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support not received from, the provider and for which a student contribution cannot be charged.

Fee-paying non-overseas students

- ☐ 301 a domestic student enrolled in a non-Award course (other than an enabling course)
- ☐ 302 paid full Award or Enabling course tuition fee

Fee-paying overseas students

- ☐ 310 a fee-paying overseas student who is NOT sponsored under a foreign aid program, and including students with these awards:
- > IPRS (International Postgraduate Research Scheme);
  - > SOPF (Special Overseas Postgraduate Fund);
  - > Australian-european Awards Program; and
  - > The Commonwealth Scholarship and Fellowship Plan

Research Training Scheme (RTS) students

- ☐ 330 a domestic student enrolled under the Research Training Scheme (RTS) from 1 September 2000

**Are you an overseas student who is sponsored?**

Yes ☐ YES No ☐ NO

If no, please continue to the next question.

If yes, please indicate:

AusAID: the Australian Government's Overseas Aid Program ☐

IPRS: Endeavour International Postgraduate Research Scholarship ☐

Other ☐

Have you been allocated a partial or full School scholarship?

Yes ☐ YES No ☐ NO

**Commonwealth supported students only.** Are you a pre-2008 student? Yes ☐ YES No ☐ NO

For eligibility, please refer to the 'Information for Commonwealth supported 2015 HECS-HELP' Booklet or visit [www.gotouni.gov.au](http://www.gotouni.gov.au)

If you are eligible to be a pre-2008 student, you must also complete an 'Application to be considered a pre-2008 student' form. This form is available from Student Administration.

If your previous study was at another University, evidence of enrolment is also required.

**Semester 1, 2015**

(Students enrolling through education provider other than Federation University campuses **must** check with their education provider for their Semester 1 start and end dates).

Course Code	<input type="text"/>	<input type="text"/>	Lecture or Seminar Class No. Code (Must complete)	<input type="text"/>	Tutorial Class Number Code (If applicable)	<input type="text"/>	Laboratory Class Number Code (If applicable)	<input type="text"/>	<input type="radio"/>	Entered into mySC
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>	
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>	
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>	
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>	
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>	
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	

**Semester 2, 2015**

(Students enrolling through education provider other than Federation University campuses **must** check with their education provider for their Semester 2 start and end dates).

Course Code	<input type="text"/>	<input type="text"/>	Lecture or Seminar Class No. Code (Must complete)	<input type="text"/>	Tutorial Class Number Code (If applicable)	<input type="text"/>	Laboratory Class Number Code (If applicable)	<input type="text"/>	Entered into mySC
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Non-standard Semester 2015**

Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture or Seminar Class No. Code (Must complete)	<input type="text"/>	Tutorial Class Number Code (If applicable)	<input type="text"/>	Laboratory Class Number Code (If applicable)	<input type="text"/>	Entered into mySC
Course Name	<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	<input type="text"/>	Course Code	<input type="text"/>	<input type="text"/>	Lecture Class Code	<input type="text"/>	Tutorial Class Code	<input type="text"/>	Laboratory Class Code	<input type="text"/>	<input type="radio"/>
Course Name	<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Semester Census Dates 2015: visit [federation.edu.au/students/essential-info/administration/important-dates](http://federation.edu.au/students/essential-info/administration/important-dates)**

Students enrolling through education provider other than Federation University Australia campuses **must** check with their education provider for relevant census (withdrawal) dates.

**Privacy:** The information being sought in this form is collected for the purposes of processing and maintaining your enrolment or status as a student (including on approved leave) so that you can access the facilities and services supplied by or available to you at the University.

The information will be held by Federation University Australia in accordance with the University's *Information Privacy Policy* and may be accessed and used by people employed or engaged by the University in the delivery of services to you.

The information may be made available to Commonwealth and State agencies pursuant to the University's obligations under law including to the ESOS Assurance Fund established under the *Education Services for Overseas Students (ESOS) Act 2000* and the National Code.

In addition, the information may be used or disclosed to other organisations outside the University where permitted by relevant Privacy legislation and in accordance with the University's *Information Privacy Policy*.

The provision of this information is voluntary, but if this information is not provided, the University may be unable to process your enrolment and provide you with a service or access to facilities.

You have a right of access to, and correction of, your personal information in accordance with Privacy legislation and the University's *Information Privacy Policy*. Please direct any enquiries you may have in relation to this matter to the University's Privacy Officer telephone +61 3 5327 9506 or visit [federation.edu.au](http://federation.edu.au) and search for 'Privacy'.

**Declaration:** I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by Federation University Australia ('University') of any place which may be offered. I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that I am bound by the statutes and regulations of the University and I agree to pay all fees charged directly to me arising from this enrolment. I acknowledge that the University may correspond with me via official University noticeboards or to my nominated mailing address or to my University email account. I acknowledge that if I wish to have my photograph withheld from use by the University that I will contact the University in writing requesting the removal of my photograph.

I consent to use and disclosure of the information provided by me in this form for the purposes and in the circumstances described above.

**Commonwealth supported students only:** I have accessed my Student Learning Entitlement (SLE) and believe I have adequate SLE to cover the EFTSL value of courses listed on this enrolment form.

**Australian Citizens born overseas:** I have attached a copy of my passport or Australian Citizenship Certificate.

**International students studying in Australia:** I have attached a copy of my passport and visa.

Student Signature  Date  /  /

**Partner Provider (PP) Approval:** *If applicable.*

Emergency Contact entered

Prior Education entered

Enrolment is approved for  courses.

I hereby confirm that the program name, program code and course details listed on this form are correct.

PP Program Coordinator Name

PP Program Coord. Signature

Date  /  /

*Copy on file at PP. Original to be sent to School for approval.*

**International students studying in Australia only:**

Passport copy attached

Passport details entered (If applicable)

Visa copy attached

Visa details entered (If applicable)

Offer Letter attached

Enrolment NSI added (If applicable)

Acceptance Agreement attached

COE attached

All details on this form have been entered into my Student Centre: Yes, file only

No, School to process

Entered by:

Date  /  /

**Federation University School Approval:**

Emergency Contact entered

Prior Education entered

Enrolment is approved for  courses.

I hereby confirm that the program name, program code and course details listed on this form are correct.

Program Coordinator Name

Program Coord. Signature

Date  /  /

*Copy on file at School. Original to be filed at Student Administration, Mt Helen Campus.*

**Type of place:**

CSP

CSP exempt

CSP non-exempt

Fee-paying domestic

Fee-paying international

**International students studying in Australia only:**

Passport copy attached

Passport details entered (If applicable)

Visa copy attached

Visa details entered (If applicable)

Offer Letter attached

Enrolment NSI added (If applicable)

Acceptance Agreement attached

COE attached

All details on this form have been entered into my Student Centre: Yes, file only

No, Student Admin to process

Entered by:

Date  /  /

**Student Administration – (Office Use)**

mySC Updated (Please tick)

Entered by:

Date  /  /

ID card printed by:

Date  /  /

Passport details entered (If applicable)

Visa details entered (If applicable)

Enrolment NSI added (If applicable)