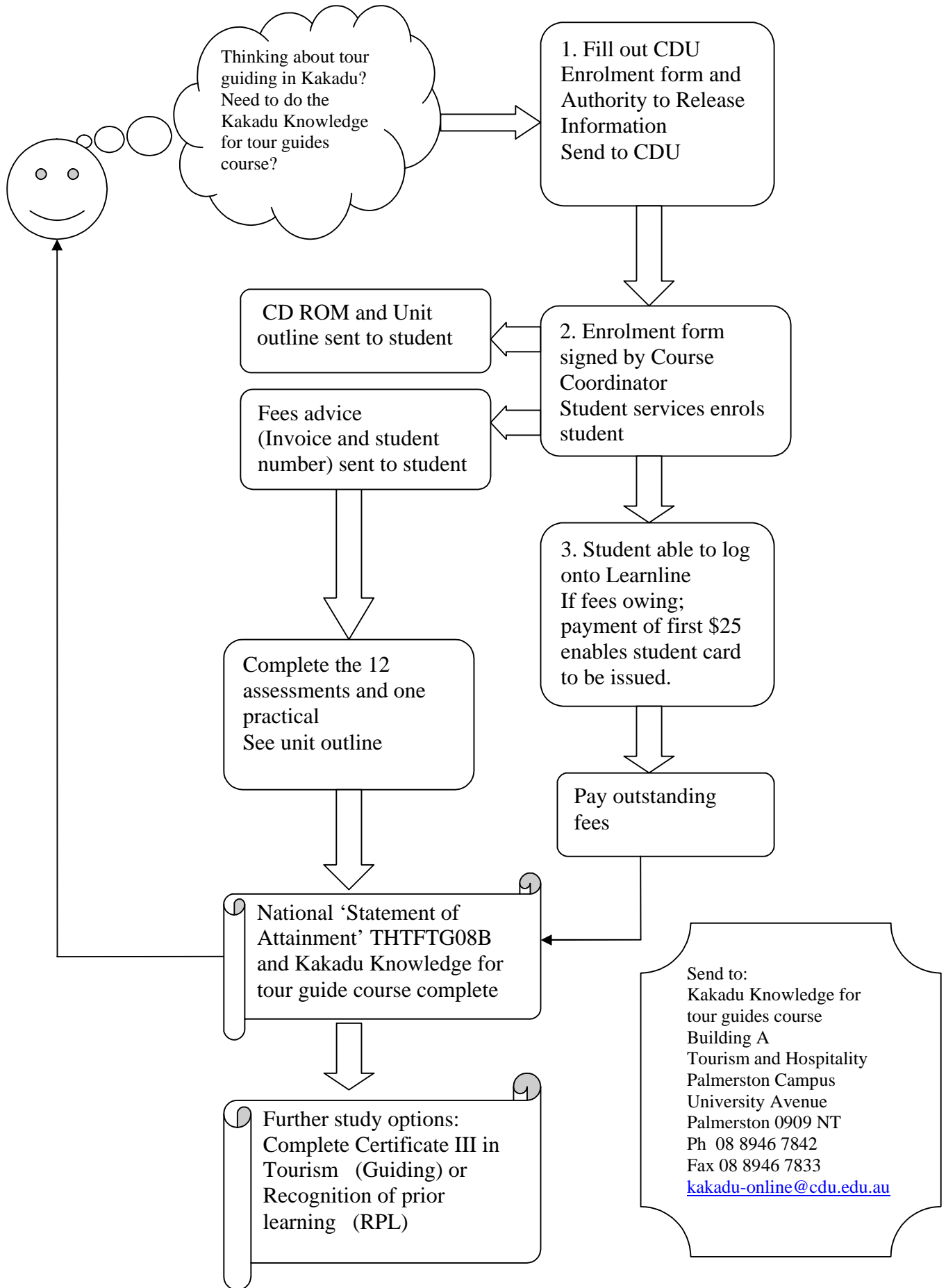


Enrolment process summary for the Kakadu Knowledge for tour guide course



The enrolment process for 'Kakadu knowledge for tour guides' course

- 1 Fill out CDU VTE enrolment form and either fax (08 8946 7833), hand deliver to: Admin Building A Palmerston Campus University Ave Palmerston or mail to: School of tourism and Hospitality Charles Darwin University Darwin NT0909
- 2 Enrolment forms are available on <http://www.cdu.edu.au/studentnet/docs/2007-vte-enrolment-form.pdf> or from any CDU campus. Please complete your personal details; on pages 1 and 3, and don't forget to read, sign and date the declaration then and add the course and unit information, as per the example* contained at the bottom of this form.
- 3 You will need to complete an Authority to Release Information form. This release will allow CDU to forward your Course details to the Director of National Parks (Kakadu). This is available at on the CDU Tour guide website and in the unit outline. Please submit this Release with your VTE enrolment form.
- 4 Once your enrolment form has been signed by the Course coordinator, it will be sent to be processed by Student Services staff at Casuarina Campus. You will then receive a 'Student Fees Advice' (invoice) in the mail, which will list the following:
 - Your student number.
 - Your course name and course code.
 - List the unit in which you have enrolled.
 - Advise you of how much the course costs. You are normally required to pay on the 'Student Fees Advice' within 2 weeks.

This document is proof of your enrolment. (For Centrelink, etc)

- 4 You will then be sent the Course materials which consist of: CD Rom 'Kakadu knowledge for tour guides' and the Unit outline.
- 5 Once you have received your 'Student Fees Advice', you are able to log onto the University web site www.cdu.edu.au, and create yourself a computer logon password. If you have the internet at home, just follow the directions below, or if you prefer, you can come into the reception area and ask one of the admin team to assist you.

To create your student computer account you do the following:

- From the University home page go to Current Students
- My CDU then My computer account
- Enter your student ID number (found on your Student Fees Advice) and click on the icon that says check status
- Scroll to the bottom of this screen and click on the activate icon
- You will be prompted to enter your name and date of birth and click on the activate icon
- You will then be asked to choose a password, and answer some questions
- You will have to scroll down and accept the terms and conditions statements
- You will finally click on the activate icon, and be asked to wait 15 minutes until you can use your account.

If you experience any problems at all with your login, then you can call the University computing technicians on 8946 6600, and they will assist you.

Email – once you have created yourself a computer account, you are automatically assigned an email address which will be:

firstname.surname@student.cdu.edu.au

- 6 Learnline – Learnline is Charles Darwin University’s on-line learning system. You access it by connecting to the Internet at <http://learnline.cdu.edu.au/> Learnline is not a component of every unit offered at Charles Darwin University and how Learnline is utilised can vary from unit to unit. See your trainer for information regarding your unit. For help using Learnline, please contact 8946 6483 or email bbsupport@cdu.edu.au

If you have fees owing, once you have paid the first \$25 of your fees then you are entitled to a student card. Your student card then entitles you to the following:

- Access to borrow books at the CDU campus libraries
- Access to student computer labs at Casuarina and Palmerston
- Student concessions at various outlets around Darwin for fulltime card holders

Other Student payment options include:

- 1 Payment Plans – your debt is divided into four payments, and you make a payment every four weeks. The plan commences on the date of your first payment. Please see admin staff if you are interested in this payment option.
- 2 Centrepay – is a free direct bill paying service offered to students that receive Centrelink payments. You simply complete a form stating an amount that can automatically be deducted from your benefit to pay your University fees. Admin staff will provide you with the relevant form and details.

Please be aware that the admin staff will only receipt money between the hours of 8.30am to 3.30pm daily.

- 7 Contact details for enquires or assistance about the Kakadu knowledge for tour guides course

Telephone 08 8946 7842

Facsimile 08 8946 7833

kakadu-online@cdu.edu.au

- * Enrolment details to be added to your CDU VTE enrolment form.

SECTION 4 - COURSE DETAILS - All students must complete

Course Code Commencing Course in T1 T2 T3 T4 Other

Course Name

Course Mode Internal External Mixed

Administrative Location/Campus/Centre

Alice Springs

Casuarina

Jabiru

Katherine

Katherine (Rural)

Palmerston

Nhulunbuy

Tennant Creek

Delivery Location (please specify)

SECTION 5

| Unit Code | Teaching Period | Delivery Location | Mode (Internal/ External/ Mixed) | Unit Name |
|-----------|-----------------|-------------------|----------------------------------|--|
| THTFTG08B | T | Palm | M | Interpret aspects of local Australian Indigenous culture |

