Acknowledgment of Country

Charles Darwin University is fully engaged with – and informed by the Aboriginal and Torres Strait Islander peoples of Australia and we operate on the traditional lands of many First Nations Peoples. Our main campus in Darwin, is on the lands and waters of the Gulumerrdjin (Larrakia) People, and we acknowledge and pay our respect to their Elders past, present and emerging.

Our campuses have a footprint on other First Nations Countries and we also pay our respect to the Arrernte of Alice Springs, the Jowoyn, Wadaman and Dagomon of Katherine; the Waramungu of Tennant Creek; the Kungarany of Batchelor and Adelaide River; the Yolngu of North East Arnhem Land; the Tunuvivi of the Tiwi Islands; and the Gadigal of the Eora Nation of Sydney, and pay our respects to their Elders past, present and future.
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgment of Country</td>
<td>Inside cover</td>
</tr>
<tr>
<td>Welcome</td>
<td>3</td>
</tr>
<tr>
<td><strong>Study VET at CDU</strong></td>
<td>4</td>
</tr>
<tr>
<td>Legislation, regulations and standards applicable to CDU students</td>
<td>5</td>
</tr>
<tr>
<td>Types of VET courses</td>
<td>6</td>
</tr>
<tr>
<td>Enrolling in diploma or higher-level courses</td>
<td>7</td>
</tr>
<tr>
<td>Apprenticeships and traineeships</td>
<td>7</td>
</tr>
<tr>
<td>School based apprenticeships</td>
<td>8</td>
</tr>
<tr>
<td>VET for Secondary Students (VSS)</td>
<td>8</td>
</tr>
<tr>
<td>Unique Student Identifier (USI)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Enrolment</strong></td>
<td>10</td>
</tr>
<tr>
<td>Enrolling in a VET course</td>
<td>10</td>
</tr>
<tr>
<td>Recognition of Prior Learning (RPL) and credit transfer</td>
<td>11</td>
</tr>
<tr>
<td>Recognition of Prior Learning (RPL)</td>
<td>11</td>
</tr>
<tr>
<td>Credit transfer</td>
<td>11</td>
</tr>
<tr>
<td>Student number</td>
<td>11</td>
</tr>
<tr>
<td>Student computer account</td>
<td>11</td>
</tr>
<tr>
<td>How do I enrol in units online?</td>
<td>12</td>
</tr>
<tr>
<td>View enrolment details online</td>
<td>12</td>
</tr>
<tr>
<td>Enrolment and Fees Advice-Invoice</td>
<td>12</td>
</tr>
<tr>
<td>When to attend classes</td>
<td>12</td>
</tr>
<tr>
<td>External students</td>
<td>13</td>
</tr>
<tr>
<td>Student ID cards</td>
<td>14</td>
</tr>
<tr>
<td><strong>Changing my enrolment</strong></td>
<td>15</td>
</tr>
<tr>
<td>What constitutes a change of enrolment?</td>
<td>15</td>
</tr>
<tr>
<td>How do I change my enrolment?</td>
<td>15</td>
</tr>
<tr>
<td>How do I add or withdraw from a unit?</td>
<td>15</td>
</tr>
<tr>
<td>Withdrawal from a course</td>
<td>16</td>
</tr>
<tr>
<td>Change of course</td>
<td>17</td>
</tr>
<tr>
<td><strong>What fees do I need to pay?</strong></td>
<td>18</td>
</tr>
<tr>
<td>VET Student Loans</td>
<td>18</td>
</tr>
<tr>
<td>How are fees handled at CDU?</td>
<td>19</td>
</tr>
<tr>
<td>Tuition fees for NT residents for courses subsidised by the NT Government</td>
<td>19</td>
</tr>
<tr>
<td>Tuition fees exemptions</td>
<td>20</td>
</tr>
<tr>
<td>Applying for a tuition fee exemption</td>
<td>20</td>
</tr>
<tr>
<td>Fees for domestic students who are enrolling in courses not subsidised by the NT Government (full fees)</td>
<td>21</td>
</tr>
<tr>
<td>International students</td>
<td>22</td>
</tr>
<tr>
<td>VET contract delivery</td>
<td>22</td>
</tr>
<tr>
<td>Recognition of Prior Learning (RPL) fees</td>
<td>22</td>
</tr>
<tr>
<td>Credit transfer – no charge</td>
<td>23</td>
</tr>
<tr>
<td>Teaching periods</td>
<td>23</td>
</tr>
<tr>
<td>When do I pay my fees?</td>
<td>23</td>
</tr>
</tbody>
</table>

Charles Darwin University – RTO Provider No. 0373 | 3
# Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census date</td>
<td>23</td>
</tr>
<tr>
<td>How do I pay my fees?</td>
<td>24</td>
</tr>
<tr>
<td>Methods of payment</td>
<td>24</td>
</tr>
<tr>
<td>What happens if I do not pay my fees?</td>
<td>26</td>
</tr>
<tr>
<td>Refunds</td>
<td>26</td>
</tr>
<tr>
<td><strong>Graduating from VET at CDU</strong></td>
<td>27</td>
</tr>
<tr>
<td>Academic transcript, certificate of completion, testamur, My eQuals</td>
<td>27</td>
</tr>
<tr>
<td>Memorandum of Grades</td>
<td>28</td>
</tr>
<tr>
<td>Statements of Attainment</td>
<td>28</td>
</tr>
<tr>
<td>Graduation</td>
<td>29</td>
</tr>
<tr>
<td><strong>Support and facilities at CDU</strong></td>
<td>30</td>
</tr>
<tr>
<td>Student Central</td>
<td>30</td>
</tr>
<tr>
<td>Equity Services</td>
<td>30</td>
</tr>
<tr>
<td>Learner Support Services (LSS)</td>
<td>31</td>
</tr>
<tr>
<td>Indigenous Student Services</td>
<td>31</td>
</tr>
<tr>
<td>Information Technology Management and Support (ITMS)</td>
<td>34</td>
</tr>
<tr>
<td>Accommodation</td>
<td>35</td>
</tr>
<tr>
<td><strong>Support and facilities quick reference</strong></td>
<td>36</td>
</tr>
<tr>
<td><strong>Team contact details</strong></td>
<td>39</td>
</tr>
<tr>
<td><strong>Disclaimer</strong></td>
<td>40</td>
</tr>
</tbody>
</table>

**Campus maps**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice Springs campus</td>
<td>41</td>
</tr>
<tr>
<td>Darwin Waterfront</td>
<td>42</td>
</tr>
<tr>
<td>Palmerston campus</td>
<td>43</td>
</tr>
<tr>
<td>Katherine Rural campus</td>
<td>44</td>
</tr>
<tr>
<td>Casuarina campus</td>
<td>Inside back cover</td>
</tr>
</tbody>
</table>
Welcome

Charles Darwin University is a leader in Vocational Education and Training (VET) in the Northern Territory and South-East Asia.

Having won the Northern Territory VET Training Provider of the Year three years in a row (2017, 2018 and 2019), we are also proud of our students who have gone onto win national awards; Kimberly Brewster 2018 Australian Trainee of the Year, and Rory Milner 2019 Australian Apprentice of the Year.

We’re passionate about lifelong learning and empowering our students to build satisfying careers.

We celebrate those students who have only just begun to pursue their chosen careers, and who are committed to supporting their communities and industries.

Student success is the unwavering goal of our staff. Our dedicated and passionate VET trainers and support teams are some of the best in the business and they work tirelessly to provide students with the best learning experiences and outcomes. We’re committed to building strong and supportive relationships and ensuring that your experience as a student at CDU is successful and fulfilling.

Ashar Ehsan
Pro Vice-Chancellor
Faculty of Vocational Education and Training (VET), 2019
Study VET at CDU

As the largest Vocational Education and Training (VET) provider in the Northern Territory, we invite you to explore the range of courses we have on offer.

At CDU we have a critical role in developing, delivering and supporting high quality training programs aligned with the NT economy’s workforce development and labour requirements. Integral to this are the strategic partnerships we’ve forged with industry, Indigenous communities, the NT Government, and other educational providers. We’re also aligned with the government’s strategies to respond to skill shortages faced by major resource development and infrastructure projects.

We have over 20,000 students enrolled in VET, Higher Education, and Research. Our staff operate from 5 campuses, delivery hubs, workplaces and remote communities across the NT, as well as Sydney.

We’re one of only a handful of universities in Australia that provide both Higher Education and VET courses, and we believe that every learner should be offered alternative ways to access education and to acquire universal skills, qualities and understandings.

Legislation, regulations and standards applicable to CDU students

During your studies at CDU, government legislation, regulations and standards may apply to your studies. The Governance Document Library is CDU’s central location for accessing policies, procedures and guidelines that comply with the various requirements from government legislations, regulations and standards that may apply your studies. The Governance Document Library can be accessed by visiting Strategic Services and Governance website.

Under the Northern Territory Education Act, it is compulsory for all Territory students to complete Year 10 and then participate in education, training and/or employment until the age of 17.

If you have completed Year 10 but have not turned 17, you must participate in an eligible option on a full-time basis in one of the following:

→ participate in approved education or training
→ if you are aged 15 years or older
  • paid employment with a minimum average of 25 hours per week
  • a combination of approved education and training and paid employment.

If you have completed Year 10 and want to study at Charles Darwin University instead of school, you must provide evidence of having completed Year 10. The NT Department of Education must also approve your studies at CDU. You must fill in a notification of arrangements form. The form must be completed and approved before you can leave school.
Study VET at CDU

If you are enrolled as a school student, you may undertake VET training under the conditions relating to VET for secondary school students.

For more information, visit the Northern Territory Government’s Education and learning website.
W: cdu.edu.au/governance
W: business.nt.gov.au/publications/policies

Types of VET courses
At CDU we recognise that as a student you may have commitments in addition to your studies and that your studies need to fit around these. Our delivery of courses is flexible and varies according to demand, location and circumstances. There are full-time, part-time and online study options depending on the course. The wide range of courses and study levels available also means that there are opportunities to progress all the way to university level within CDU. Visit our course catalogue to view the full range of courses we offer.

Certificate I
Courses cover base level skills for entry into the workforce and further learning. They are usually offered in remote locations or through schools.


Study VET at CDU

Certificate II
Courses are introductory level and provide basic knowledge and skills to prepare you for entry-level work positions or apprenticeships in a variety of industries or for further learning.

A Certificate II demonstrates to a potential employer that you’re actively interested in their industry.

Certificate III
Courses provide theoretical and practical knowledge and skills for a specific area of work or further learning. This level of qualification is ideal if you want to enter an apprenticeship or traineeship.

Certificate IV
Courses provide theoretical and practical knowledge and skills for specialised or skilled work or further learning. Designed for supervisory and management positions, this level is ideal if you want to advance your career in the industry you’re already in, or further develop skills and knowledge you’ve acquired through previous study. Successful achievement at this level may provide up to 40 credit points towards an undergraduate higher education award in the same field or discipline.

Short courses
Short courses can be a group of units that lead to a particular skill or non-accredited course that focuses on a particular skill or licensing requirement.

Enrolling in diploma or higher-level courses
If you are enrolling in a diploma or higher-level course, you will have to meet the entry-level requirements for the course. For more information contact your industry team Customer Service Officer or visit the CDU VET Student Loans website.
W: cdu.edu.au/cdu-vet/vet-student-loans

Apprenticeships and traineeships
Apprenticeships and traineeships provide nationally recognised qualifications and on-the-job experience. This is a great way for you to get a head start in your chosen career or to retrain for the career you have always wanted.

It combines time at work with training and can be completed full-time, part-time or while you are still at school. You must have an employer and you must lodge a contract of training with Australian Apprenticeships NT.
W: australianapprenticeshipsnt.com.au
**Study VET at CDU**

**School based apprenticeships**
School Based Australian Apprenticeships and Traineeships (SBAT) enables school students to gain a nationally accredited qualification while being employed in their selected area of interest. They can achieve this while completing their Northern Territory Certificate of Education (NTCE). For further information contact your School VET Coordinator or Career Adviser.

W: australianapprenticeshipsnt.com.au  

**VET for Secondary Students (VSS)**
VSS programs are offered to students as young as 13 years of age who are in school year 9 and continue through the age groups until the end of year 12 senior school.

VET for Secondary Students (VSS) is a highly regulated and managed system of providing VET programs to students attending secondary schools throughout the Northern Territory. Each year the VET programs that are made available to school students are determined in conjunction with the NT Department of Education (DoE). VET programs that are not included in the VSS offerings are generally not available for access by school students.

Special entry requirements must be met for students younger than 15 years of age. CDU does not accept students who are younger than 13 years of age.

→ Students must be enrolled at school in years 9, 10, 11 or 12 and be 15 years of age when enrolling in any CDU program.

→ Consideration is made to allow some year 9 and 10 students who are as young as 13 years at the time of enrolment to access ‘Skill Set’ programs or full certificate programs that do not exceed Level I. The following applies, however:

  • Underage students will have a letter of support provided by the school principal to attach to the CDU enrolment form.
  
  • Secondary schools will comply with the CDU Children on University Premises Policy, which requires the secondary school to provide an adult supervisor to accompany the underage student (students younger than 15 years) for the duration of time spent on a CDU campus.

→ All VSS students must complete an NT Department of Education compliant VSS Expression of Interest form. This form provides the parent or guardian and school student permission to participate in an adult training environment.
Study VET at CDU

Unique Student Identifier (USI)

It is an Australian Government requirement that all students undertaking nationally recognised training in Australia must provide a Unique Student Identifier (USI) to their Registered Training Organisation (RTO).

A USI is a reference number that gives you access to your USI account. This allows you to see all your training and qualifications gained in Australia from all training providers, conveniently kept together in one location. Creating a USI takes only a few minutes and there is no cost. You create it once and it stays with you for life.

Your USI must be provided to CDU before you can receive a Statement of Attainment or graduation documents. For more information about USI visit the CDU USI website or create your USI by visiting usi.gov.au.

W: cdu.edu.au/cdu-vet/usı
W: usi.gov.au
Enrolment

Enrolling in a VET course

When should I enrol?
To commence or continue studying in 2020, you will need to enrol before the start of the course. Once you have selected your course(s), contact the relevant team to discuss the course and study options that are suited to your needs, the minimum entry and eligibility requirements, and any prior skill recognition and learning you have that can be credited towards your course.

Courses that are available for online application and enrolment can be applied for through the online application form. For all other courses, complete the VET101 - VET Enrolment form.

W: cdu.edu.au/cdu-vet
W: cdu.edu.au/student-central/forms-guides

Enrolling using the VET enrolment form

Complete the personal and statistical details on the VET101 - VET Enrolment Form, and then arrange a time with the relevant industry team to discuss and complete your enrolment.

A parent or guardian’s signature is required for all students under the age of 18 years.

Online application and enrolment

This is a two-step process—the application stage followed by the enrolment stage. After submitting your application, the relevant industry team will contact you to discuss and approve your application. If your application is approved, your enrolment in the course will be processed, and you will receive an emailed offer with instructions on how to activate your computer account.
Enrolment

Recognition of Prior Learning (RPL) and credit transfer
You may have acquired knowledge and skills through previous training, work or life experience which may be used as credit towards your CDU course, enabling you to graduate sooner.

Recognition of Prior Learning (RPL)
Whether you are an experienced professional, a tradesperson or a community worker, by gaining formal recognition of prior learning through the RPL process you can convert your skills into a qualification or units that can be counted as credit towards a qualification, giving your career a much-needed boost. RPL application fees apply.

Contact us to discuss your RPL options or refer to the Applicant’s Guide to RPL.
T: 1800 085 209
E: vet.rpl.enquiries@cdu.edu.au

Credit transfer
Previously completed unit(s) count towards your current course or qualification. As a Registered Training Organisation (RTO), CDU recognises Australian Qualification Framework (AQF) qualifications and Statements of Attainment issued by any other RTO.

To support your request for credit transfer, submit a completed VET110 Application for Credit Transfer (Recognition of Previous Studies) form with supporting documents (certified copy of record of result or Statement of Attainment). Give this directly to your relevant industry team. Requests without documentary evidence will not be processed and will be returned to the student. There are no fees for credit transfers.
W: cdu.edu.au/student-central/forms-guides

Student number
If you are a new student you will be issued with a student number when your enrolment is processed. Students who have studied previously at CDU (or NTU or Centralian College) will already have a student number.

If you need to contact the University, please include your student number on all correspondence.

Student computer account
Once enrolled in your course, you will receive information to activate your student account.

Activation of your account must be done before you can enrol in units online. You can activate your computer account using the general access computers at Student Central, the Library or the IT Kiosk. If you are not on campus, you can activate your account from
Enrolment

any computer that has internet access. For more information visit ITMS student accounts.

Online enrolment is not available for VET Secondary Students.
W: cdu.edu.au/itms/student-accounts

How do I enrol in units online?
Once you’ve activated your computer account, go to the MyStudentInfo website to enrol in your units. Follow the instructions sent by your industry team Customer Service Officer to enrol in the units as per your study plan. Contact your industry team Customer Service Officer if you haven’t received your study plan. Contact details are listed on the team contacts page.
W: mystudentinfo.cdu.edu.au

View enrolment details online
You can view your enrolment details online but you must first activate your computer account. To view your details, log into MyStudentInfo. Once logged in, you can view your enrolment details, fees, results and personal details.
W: mystudentinfo.cdu.edu.au

Enrolment and Fees Advice-Invoice
The Enrolment and Fees Advice-Invoice lists your personal details, your student number, the course and units you have enrolled in, as well as the fees you need to pay and the date fees are due.

Once you receive your Advice-Invoice, you should check it to ensure all details have been recorded accurately. Immediately contact the Customer Service Officer relevant to your course if you have any queries. Their contact details will be shown at the top of the Advice-Invoice.

When to attend classes
The team delivering your course will supply you with a study plan that will outline the units and class attendance dates. If you are an apprentice, you will receive either a study plan or a call-up letter advising you of class attendance dates.

The published timetables are accessible on the CDU timetables page. Please check this information periodically. If you have any questions or are unable to find the timetable for your class on the web, contact your industry team Customer Service Officer.
W: cdu.edu.au/student-central
**Enrolment**

**External students**
If you have elected to study units externally you will either:

→ be sent printed materials so you can complete the unit
→ receive access to Learnline, CDU’s online learning environment.

It is important to check your study requirements carefully, as external units vary. For example, some units are self-paced, while others have set deadlines for completion of work.

If you enrol in units supported by print-based student materials, you will receive an email that contains important information about the material sent to you. If you have not received your materials within 10 working days from the date of the email, please check at your local post office or contact CDU straight away via the contact details in the email.

**Learnline Student Support**
T: 1800 559 347
E: learnlinesupport@cdu.edu.au
W: cdu.edu.au/learnline

**Concerns or issues**
Contact your industry team’s Customer Service Officer if you have any Learnline concerns or issues.
Enrolment

Student ID cards
When your enrolment has been processed and confirmed, you are entitled to a student ID card. You will be required to show photo identification (Australian driver licence or passport) before your card will be issued. Your card can be obtained at:

Casuarina campus: Student Central, located on the ground floor in Building Orange 1
Palmerston campus: Building A
Alice Springs campus: Student Central, Building 1
Darwin Waterfront: Student Central, 21 Kitchener Drive, Darwin

External students can apply to obtain a student ID card by completing a Student Cards eForm.
W: cdu.edu.au/student-central/forms-guides

What is my ID card used for?
Your Student ID card provides access to University facilities such as the library, after-hours computer labs, some discounts at the CDU Bookshop and other discounts where notified by the business concerned. You will be required to show your student ID card when you sit for exams. If you are studying on campus and using the facilities after normal hours, a CDU security officer may ask to see your student ID.

Head coverings and my student ID card photo
Head coverings are not permitted, except for religious reasons. In that case, you must clearly show facial features from the bottom of the chin to the top of the forehead and both edges of your face. The University will take every measure possible to ensure privacy for students wearing head coverings for religious reasons.

Is there a cost for my student ID card?
Student cards are issued annually at no cost.
Changing my enrolment

What constitutes a change of enrolment?
A change of enrolment can include one or more of the following actions:
→ add and/or substitute a unit
→ withdrawal from a unit
→ withdrawal from a course
→ change of course.

How do I change my enrolment?
If you want to make a change to your enrolment, you must make it in writing. The change should be submitted on a VET102 - Change of Enrolment/Withdrawal from Course form available from Student Central, a CDU centre, your relevant team, or online. If you are enrolled in a diploma course, you can withdraw online through MyStudentInfo on or before the VET census date.

Where it is not convenient to obtain the relevant form, you may submit your change in writing by letter, fax or email to the relevant team. If you choose to write to the team, you need to provide at least three identifiers that show you as the person sending the written request. Identifiers could include student number, date of birth and postal address. You should direct your written change to the relevant CDU centre or industry team.

To expedite the process, please state:
→ your student number
→ your full name
→ course code and name
→ any other details about the change, such as unit code and unit name.

Ensure you provide your most current postal address, phone number and email address, so we can contact you. An Enrolment and Fees Advice–Invoice confirming your amended enrolment will be sent to you once a change to your enrolment has been processed.

W: cdu.edu.au/student-central/forms-guides
W: mystudentinfo.cdu.edu.au
W: cdu.edu.au/current-students/important-dates

How do I add or withdraw from a unit?
To amend your enrolment by adding or withdrawing a unit, you need to complete a VET102 - Change of Enrolment/Withdrawal from Course form. Submit the completed form to the relevant industry team immediately. Ensure you have ticked the box on your form to indicate that you are changing your enrolment.
Changing my enrolment

You cannot withdraw from units once you have been assessed and found to be competent or not competent in the unit. Students cannot add units to a completed award.

To avoid a financial penalty, ensure that you submit your VET102 – Change of Enrolment/Withdrawal from Course Form within 14 days from the commencement date of the units you are withdrawing from. If you are a diploma student, you need to submit the form before the census date for the teaching period. Fees will apply if you choose to withdraw more than 14 days after the unit commencement date or after the census date.

W: cdu.edu.au/student-central/forms-guides
W: cdu.edu.au/current-students/important-dates

Withdrawal from a course

If you want to withdraw from your course of study, you may benefit from discussing your situation with the relevant industry team or lecturer. You can often find a solution other than withdrawal.

If you are an international student on a student visa you must contact CDU Global if you wish to withdraw from your course of study.

To withdraw from your course, complete the VET102 - Change of Enrolment/Withdrawal from Course form and submit it to the relevant team before the final assessment. Ensure you have ticked the box on your form to indicate that you are withdrawing from your course.
Changing my enrolment

All changes to your enrolment are effective from the date CDU receives your written notification. It is not sufficient to merely tell your lecturer that you are withdrawing from a course—you must do so in writing.

Non-attendance at classes does not automatically cancel your enrolment, nor does it cancel your student debt.

To avoid a financial penalty, you should submit your VET102 - Change of Enrolment/Withdrawal from Course form (ensuring you have ticked the withdrawal from course box) within 14 days of the commencement date of the course. An updated Enrolment and Fee Advice–Invoice will be forwarded to notify you when your request has been processed. Check your CDU email account if you have activated your CDU computer account.

W: cdu.edu.au/student-central/forms-guides
W: cdu.edu.au/international/cdu-global

Change of course

If you wish to change to another course, you should contact the relevant industry team of the new course.

International students wishing to change to another course must submit an online application for the new course and upload a Statement of Purpose for Change of Course with the online application. For more information please contact CDU Global.

If you have completed any units that may be relevant to your new course, you may need to formally apply for credit towards your new course for these units by completing the VET110 – Application for Credit Transfer (Recognition of Previous Studies) form.

W: cdu.edu.au/student-central/forms-guides
W: cdu.edu.au/international/cdu-global
What fees do I need to pay?

Students undertaking VET courses at CDU are charged a fee. The amount depends on the student’s details, and what is being studied. Domestic and international students each pay different fees. A person enrolling for study is considered a domestic student if they are:

- Australian citizens
- Permanent Australian residents
- New Zealand citizens who have resided in Australia for a minimum of six months immediately before undertaking a VET course. You must also be an NT resident
- holders of an Australian permanent humanitarian visa.

Domestic students living in the Northern Territory (NT) are eligible for enrolment in NT Government (NTG) subsidised places. As well as meeting domestic student and NT residency requirements, to be eligible for a subsidised place, students must be at least 15 years of age, be identified as disengaged from school, and have the skills and capabilities to undertake training and actively engage in employment, or be able to provide evidence of having completed year 10. Domestic Secondary School students are eligible to participate in specifically identified NT Government subsidised places under approved VET for Secondary Student programs.

Students may be asked to provide evidence when assessing their eligibility to access NTG subsidised training. Visa entitlements and conditions must be verified with formal documentation issued by the Australian Department of Home Affairs and to be submitted to the relevant team before enrolment is finalised. Students with continuing and new enrolments will need to maintain eligibility throughout their enrolment to continue to access the NTG subsidy. NTG subsidised places are limited and CDU cannot guarantee you access to an NTG subsidised place. Students enrolling in NTG subsidised places are charged tuition fees.

Some courses and places for VET study are not subsidised by the NT Government. Domestic students enrolling for study in these will be charged full fees regardless of residency. Domestic students who are not NT residents are not eligible for a NTG subsidised place and are also charged full fees.

To find out more information regarding eligibility for NTG subsidised training go to the Department of Trade, Business and Innovations policies page.


VET Student Loans

Charles Darwin University is a government approved VET Student Loan (VSL) provider for VET diploma level courses and higher qualifications. VET Student Loans is an Australian Government loan program and is part of the Higher Education Loan Program (HELP).
What fees do I need to pay?

The VET Student Loans program assists eligible students studying an approved Vocational Education and Training (VET) qualification to pay their tuition fees. If you are studying a diploma level or higher qualification, you may be eligible for a VET Student Loan.

Students who qualify for the VET Student Loans will be entitled to loans up to a capped amount, regardless of their age or financial position. Loans can be used to pay all or part of tuition fees. Loan caps are indexed annually in accordance with the VET Student Loans Act 2016.

Holders of other permanent visas and temporary visas are not eligible for a VET Student Loan.

To find out more and to see if you qualify, visit the CDU VET Student Loans page.

W: cdu.edu.au/cdu-vet/vet-student-loans

How are fees handled at CDU?

Fees are levied against the student and not against a particular course, so you need to be aware that any fees owing for any reason will affect your ability to access any records, receive a Statement of Attainment, qualification, or participate in the graduation ceremony. If this is an issue for you, please contact your industry team’s Customer Service Officer.

Tuition fees for NT residents for courses subsidised by the NT Government

Each unit of competency in a VET course has assigned to it a value of Annual Hours Curriculum (AHC, sometimes referred to as nominal hours). It represents the nationally determined average length of time that a student new to the content would need to become competent, either through formal contact or through self-paced learning. Students in an NTG-subsidised course in 2020 are charged a tuition fee at a rate of $3.40 per AHC for their choice of units. Since most courses include a range of electives, the total course costs depend on the individual choice of electives. You can get detailed information on the AHC hours associated with a competency (usually referred to as a unit) in the CDU unit catalogue.

W: cdu.edu.au/units

Note: Tuition fees are subject to annual change.
What fees do I need to pay?

Student categories exempt from VET tuition fees*

→ Enrolled secondary school students
→ NTG Community Response Funded Program
→ Students who at the time of enrolment receive a Centrelink or Veteran’s Affairs benefit
→ NTG Remote 2 Location Categories for VET Funded Programs
→ Students who are prisoners at the time of enrolment
→ Permanent residents with refugee or humanitarian status.

*An exemption applies to VET tuition fees only for NTG subsidised courses. To claim the fee exemption, a student must provide valid proof of concession at the time of enrolment or fees will be charged.

Remote 2 Location

If your course is delivered in a location that is listed on the NTG’s Location Categories for VET Funded Programs, with remote as the location category you may be eligible for the Remote 2 Location tuition fee exemption.

For further information, please contact the course delivery team.

Note: Students who have their full course content delivered externally are not eligible for the Remote 2 Location tuition fee exemption.


Applying for a tuition fee exemption

A certified copy of your current Centrelink or Veteran’s Affairs card must be attached to your VET101 – VET Enrolment Form.

Permanent residents with refugee or humanitarian status must attach a certified copy of their visa or current valid passport with their application.

The evidence provided needs to be current and must continue to be valid throughout each enrolment period in order for you to remain eligible for the tuition fee exemption. If your documents for fee exemption are not submitted at the same time as your VET101 – VET Enrolment Form, the exemption will apply from the start of
What fees do I need to pay?

the teaching period in which the VET103 – Exemption from VET Tuition Fees form is submitted.
W: cdu.edu.au/student-central/forms-guides

Fees for domestic students who are enrolling in courses not subsidised by the NT Government (full fees)

Domestic students may enrol in VET courses that are not subsidised by the NT Government. Enrolment in these courses will attract full fees and there is no fee exemption. This occurs typically in the following instances:
→ student demand has exceeded the number of subsidised places, so only non-subsidised places may be available
→ the student is not an NT resident.

All courses are charged a set rate per AHC, depending on the industry group that the course belongs to. Since the majority of courses include a range of electives, the total course cost depends on the individual choice of electives. Detailed information on the AHC hours associated with competency (usually referred to as a unit) choice is accessible on the CDU unit catalogue.

<table>
<thead>
<tr>
<th>Industry Group</th>
<th>2020 Full Fee Rate</th>
<th>2020 Full Fee RPL Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 Finance, Banking and Insurance</td>
<td>$15.00</td>
<td>$4.50</td>
</tr>
<tr>
<td>13 Tourism and Hospitality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Business and Clerical</td>
<td>$17.00</td>
<td>$4.50</td>
</tr>
<tr>
<td>17 Computing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Science, Technical and Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 Arts, Entertainment, Sports and Recreation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 Community Services, Health and Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 TCF and Furnishings</td>
<td>$17.00</td>
<td>$4.50</td>
</tr>
<tr>
<td>10 Primary Industry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Process Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Sales and Personal Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Transport and Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Utilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 General Education and Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Exception: Cookery</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What fees do I need to pay?

<table>
<thead>
<tr>
<th>Industry Group</th>
<th>2020 Full Fee Rate</th>
<th>2020 Full Fee RPL Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Automotive</td>
<td>$19.50</td>
<td>$4.50</td>
</tr>
<tr>
<td>03 Building and Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06 Food Processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09 Engineering and Mining</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above schedule indicates the tuition fees for domestic full fee students. Fees can vary according to which industry category and elective a student enrols in. Some full fee courses may be subject to a different fee rate structure than the one shown above.

International students

International students enrolling in VET courses are charged course-dependent fees and are not normally eligible for NT Government subsidised places. Course fees can be found in each course. Find all international courses online or contact CDU Global.
W: cdu.edu.au/international
E: international@cdu.edu.au

VET contract delivery

For courses where training is for a specific client, prices and availability will be given on application to the University.

Recognition of Prior Learning (RPL) fees

For candidates undertaking the RPL process, an $90 administration fee applies for each completed RPL application submitted, and no fee exemption will apply. This fee is non-refundable and does not guarantee that you will be granted the qualification or unit/s you seek RPL for. If a potential RPL candidate wishes to apply for more than one qualification, a separate VET121 - RPL Application Form must be submitted, and an additional application fee will apply.

An RPL candidate will be enrolled once they are approved. Fees associated with the RPL assessment for 2020 are:

→ for NT residents applying for NTG subsidised qualification there is no fee for 2020
→ for non-NTG subsidised training or non-NT residents, a flat rate fee of $4.50 per nominal hour applies for each unit
→ for international visa holders (non-student visa holders or holders who qualify for NTG subsidised training), a flat rate of $4.50 per nominal hour applies for each unit.

For international student visa holders, the costs of self-assessment and RPL are covered by the international fee for the particular course.

Note: the RPL application fee also applies to students in categories exempt from VET tuition fees

For more information, go to the RPL section of the guide.
W: cdu.edu.au/student-central/forms-guides
What fees do I need to pay?

Credit transfer – no charge
There is no charge for credit transfers. As a Registered Training Organisation, CDU recognises the Australian Quality Framework Qualification and Statements of Attainment issued by other Australian Registered Training Organisations.

Teaching periods
1. January to March
2. April to June
3. July to September
4. October to December

When do I pay my fees?
All fees are payable 14 days from the date on your Enrolment and Fees Advice–Invoice. The Advice–Invoice serves as an invoice for the purpose of fees owing. For example, on enrolment you will have 14 days to pay from the date on the invoice. If you change your enrolment, you will have 14 days to pay from the date on the invoice, reflecting the change.

If you fail to pay, a final notice will be issued. If your computer account has been activated, the Advice –Invoice will be sent via email to your CDU email account.

If you are enrolled in a diploma or higher-level course, all fees owing for the teaching period are payable on or before the VET census date.

Census date
Students who are eligible for VET Student Loans (VSL) must either pay their fees or defer fees to tax on or before the census date. The census date is the last day for a student to submit their electronic Commonwealth Assistance Form (eCAF) to defer their fees to tax. The census date is also the final day for students to withdraw from their units without incurring fees or a VET Student Loan debt.

Census dates for each teaching period are:

<table>
<thead>
<tr>
<th>Teaching period</th>
<th>Census date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFH-T1</td>
<td>11 March</td>
</tr>
<tr>
<td>VFH-T2</td>
<td>11 May</td>
</tr>
<tr>
<td>VFH-T3</td>
<td>11 August</td>
</tr>
<tr>
<td>VFH-T4</td>
<td>11 November</td>
</tr>
</tbody>
</table>

Students who do not pay their fees or defer their fees to tax on or before the census date will have their unit enrolment cancelled for that teaching period.

W: cdu.edu.au/cdu-vet/vet-student-loans
What fees do I need to pay?

How do I pay my fees?
Your Enrolment and Fees Advice–Invoice is your notification of the fees you owe, together with confirmation of your enrolment. The University does not normally issue any other invoice unless specifically requested by a third party sponsor. The Advice–Invoice serves as an invoice for the purpose of notification of fees owing. An Advice–Invoice will be sent to you after your enrolment has been processed, unless otherwise specified.

The Advice–Invoice should be checked thoroughly for accuracy. If you posted your completed VET101 – VET Enrolment Form to the University and have not received your Advice–Invoice within four weeks of posting, or if you have any queries regarding your Advice–Invoice, contact your team’s Customer Service Officer for assistance. It is the student’s responsibility to advise the University in writing of any change of address. Non-receipt of an Advice–Invoice due to relocation does not reduce a student’s responsibility for fees owing.

Methods of payment
Fees can be paid in various ways, depending on the type of enrolment undertaken.

Payments in person
Cash, cheque, money order and credit card payments are accepted at the cashier’s office. EFTPOS facilities are available at all cashier’s offices. Payments can be made in person at any CDU campus or centre.

Pay online
Go to webpay.cdu.edu.au and select the link ‘CDU Student Fee Payments’.

BPay
Contact your participating financial institution to make a payment. Please quote the biller code and your reference number, which is printed at the bottom of your Enrolment and Fees Advice-Invoice.

Credit card payment made via telephone
Visa Card, MasterCard, Diners and American Express cards are accepted.

Credit card details can be given to the cashier:
T: 08 8946 7191
T: 08 8946 7192
F: 08 8946 6544

You will need to provide your student number, cardholder’s name, credit card number, expiry date of the card and the CVV number on the back of the card.

Cheque and money order payments made by mail
Include your name, address and student number on the back of the cheque together with a business hours contact number.
What fees do I need to pay?

Make these payable to Charles Darwin University and mail to:
Cashier
Charles Darwin University
Darwin, NT, 0909

Instalment payments
These can be made if you have financial difficulty and an Instalment Agreement Plan has been arranged. Restrictions and conditions apply.

Fees must be more than $100 per semester. For more information contact the cashier:
T: 08 8946 7191 or freecall 1800 061 963

Note: Instalment payments are not available to students who are eligible for VET Student Loans.

CentrePay deductions
CentrePay deductions are an option for those students who receive Centrelink benefits, whose fees are $100 or more, and who are using the CDU Instalment Agreement Plan.

Third party sponsorships
If a third party wants to pay your fees directly to CDU they need to complete either the VET104 - Third Party Sponsorship for Studies form or VET105 - Apprentices Third Sponsorship for Studies form. The appropriate form needs to be completed and returned to your relevant industry team.

The sponsor will be responsible for all fees incurred for the nominated course up to the end of the sponsorship authorisation or point of cancellation if the sponsorship authorisation is cancelled early. Invoices will be sent directly to your sponsor at the end of each teaching period in which you have units enrolled.

You will still receive an Enrolment and Fees Advice-Invoice.

Cashier details
A University cashier is located at any Student Central or CDU centre. This is where you pay your fees and any other money you owe the University.

Casuarina campus – Student Central, Building Orange 1
(no cash accepted)
Monday to Thursday 8am to 4pm
Friday 8am to 3pm

Darwin Waterfront – Student Central. 21 Kitchener Drive
(no cash accepted)
Monday to Thursday 8.30am to 4pm
Friday 8.30am to 3pm

Palmerston campus - Building A
Monday to Friday 8.30am to 3.30pm

Alice Springs campus – Student Central, Building 1
Monday to Friday
8am to 4pm
What fees do I need to pay?

Regional centres
Jabiru, Katherine Town, Katherine Rural and Tennant Creek.

All have credit card facilities except Jabiru. Staff at regional centres can assist you with online payments.

What happens if I do not pay my fees?
The consequences of non-payment of fees are covered by Charles Darwin University Fees and Charges By-Laws 5(1).

Refunds
Refunds are processed within 30 days of an application being submitted. Refunds are issued by the same method in which they were received. CDU will refund to the original credit card if the initial payment was within the previous 12 months, otherwise the refund will be processed by bank transfer.

If the original fee payment was made on your behalf by a third party, the third party will be refunded any amount due.

For further information, refer to the VET Domestic Students-Refund of Fees Procedure which can be found in the governance document library.
W: cdu.edu.au/governance
W: cdu.edu.au/student-central/forms-guides
Graduating from VET at CDU

**Academic transcript, certificate of completion, testamur, My eQuals**

At the time of graduation from a specified course, VET graduates receive digital graduation documents known as My eQuals as well as hard copy documents at no charge.

My eQuals is being adopted by universities across Australia and New Zealand. It allows students to view and securely share digital versions of our documents with anyone, including employers and other universities. For further information on My eQuals visit the graduation documents webpage.


Academic transcripts, certificates of completion, testamurs and My eQuals will not be issued where fees remain outstanding or you have not provided CDU with your Unique Student Identifier (USI). You can apply for your USI online.

W: usi.gov.au

A replacement fee for a hard copy testamur is $100 per completed award, capped at $300. The fee for a digital copy is $50 total for all completed awards. A request for a testamur reprint must be accompanied by the original or by a statutory declaration stating what happened to the original testamur.

Additional academic transcripts cost $40 for a hard copy or $20 for a digital copy. Please note that digital transcripts do not show the grading system as the original hard copies do. This can be obtained by visiting the academic transcript information on the CDU graduation documents webpage.

Certificates of completion cost $30 for a hard copy. Digital copies are not currently available.

Requests for academic transcripts, certificates of completion, testamurs and eQuals can be made through the academic document request via eForms. You can also access your academic records on MyStudentInfo. Apprentices should contact the Apprentice Administration Group.

W: cdu.edu.au/student-central/fees-payments

W: mystudentinfo.cdu.edu.au

For further information, contact Student Central at Casuarina campus:

T: 1800 061 963
E: student.admin@cdu.edu.au
W: cdu.edu.au/student-central

**Apprentice Administration Group**

T: 08 8946 7540
E: apprentices@cdu.edu.au
Graduating from VET at CDU

Memorandum of Grades
The Memorandum of Grades is a printed record of units and results within a course, and is provided by the Office of VET Business Improvement at the end of each teaching period for the duration of the course.

A Memorandum of Grades is not provided where fees remain outstanding. For a replacement copy of your Memorandum of Grades, contact your industry team Customer Service Officer.

Students are encouraged to view their results on MyStudentInfo.
W: mystudentinfo.cdu.edu.au

Statements of Attainment
A Statement of Attainment (SOA) is issued to a student under the following conditions:
→ upon successfully completing one or more accredited units or an accredited short course that does not meet the requirements for a full qualification (as specified in the training package) within 30 days of completing their training program*
→ eligible students who withdraw from a course before the completion of the training program are to receive an SOA for any completed units in the training program within 30 days of withdrawing from the course.

*A Statement of Attainment is initially provided free of charge at the time of completing your training program.
Graduating from VET at CDU

To be eligible for an SOA, students must be debt-free with Charles Darwin University and hold a valid Unique Student Identifier (USI) that is verified by the University.

Where a training product is no longer current, and the course or unit version is likely to be removed from CDU’s scope of registration, eligible students will receive an SOA for units successfully completed prior to the expiry date or removal from CDU’s scope of registration. Students with any outstanding fees will have to request an SOA. This will be issued when the outstanding fees have been paid. Students who have not provided CDU with their USI number before the expiry date will not be issued with an SOA. Alternative arrangements will need to be made with the student’s course team to gain recognition of competency.

If you require a replacement copy of a Statement of Attainment, a replacement fee of $35 will be charged for each request. The request for a replacement can be made through your relevant industry team.

Note: The replacement Statement of Attainment will clearly state ‘This document is a reprint of the original’ and cites the date that the original document was issued.

For further information contact:
VET Support Officers Group
E: vso@cdu.edu.au

Apprentice Administration Group
T: 08 8946 7540
E: apprentices@cdu.edu.au

Completing a training program means the delivery and assessment of all units intended to be studied has been completed by the RTO. Students who withdraw from their course are also considered to have completed their training program.

Graduation

The University holds two graduation rounds each year. In Darwin the first round is in May and the second in October. A graduation ceremony in June is held in Alice Springs.

Students who believe they have completed all requirements of their course can complete the EGT104 - Nomination to Graduate form which is also available from Student Central.

VET students who owe fees to the University or have not provided their Unique Student Identifier (USI) are not able to graduate until their debt has been cleared or their USI has been verified by the University. Students owing fees or with no USI are automatically deferred to the next graduation ceremony round.

For further information, contact Student Central.
T: 1800 061 963
E: graduation@cdu.edu.au
W: cdu.edu.au/student-central/graduation
Support and facilities at CDU

There's a lot more to being a student than just classrooms and assignments.

Some of your most memorable experiences may be just outside the classroom—making friends, joining sports clubs and societies, and networking with other students in a fun, relaxed and supportive environment.

Student campus life includes:

→ cafes
→ student lounges
→ libraries
→ gym
→ IT kiosk
→ sports facilities
→ bookshop
→ child care facilities
→ post office
→ transport.

Student central is the hub where you can find help with:
→ course information
→ online enrolment
→ fees and payments
→ graduation
→ student cards
→ scholarships.

Equity Services

Equity services provide support in a range of areas to assist you during your studies. CDU students can access these free confidential services in person or by phone appointments. Make an appointment by phoning the number below or book online via our webpage.

T: 08 8946 6288
W: Equity Services
Location: Blue 5.1.24

After hours counselling helpline T: 1300 933 393

These services include:

Counselling services for students experiencing difficulties that are affecting their studies. Professional staff can assist you with anything personal or academic, including how to balance your study, work and family challenges, time management, or identifying skills and strategies to adjust to life in a new environment.

W: cdu.edu.au/equity-services/counselling
Support and facilities at CDU

Access and inclusion services provide support and a range of measures to assist students with a disability, medical condition, mental health condition, or students who are carers. The services can provide adjustments to assist with accessing and participating in your studies. Come and see us to find out if we can help you.
W: cdu.edu.au/equity-services/access-inclusion

Careers and employment service supports students to develop career management skills. Career Hub maintains a register of employment opportunities for students including graduate recruitment, full-time, part-time and casual employment opportunities, vacation, internship and volunteering opportunities.
W: cdu.edu.au/equity-services/careers-employment

Accommodation services provides advice on accommodation options for students living away from home: on campus (International House Darwin), rental (off campus), shared (off campus) and homestay (off campus).
W: cdu.edu.au/accommodation-services

Learner Support Services (LSS)
At CDU our goal is to help you achieve successful results. We understand that every student is different, and at times students may need additional support with a particular unit or skill.

CDU has a free VET Learner Support Service (LSS) to help VET students build their skills and strategies as a learner and to provide assistance with assignments and assessments.

The aim of the LSS is to provide a positive and supportive environment which assists students to become capable, independent and confident learners. The support provided is based on the course material so that it is useful and relevant to the individual needs of each student. Learner support is not available for use by school students undertaking VET, VET for Secondary Students or School-based apprenticeship or traineeship programs.
This service is subject to meeting eligibility criteria.
T: 08 8946 7051
E: learner.support@cdu.edu.au
W: cdu.edu.au/cdu-vet/lss-student

Indigenous Student Services
CDU’s Indigenous Student Services (ISS) offers access to staff who provide discrete academic, pastoral and advocacy services and support to all Aboriginal and Torres Strait Islander students. Whether you are looking to upskill, reskill, return to the workforce or start the next phase of your life, ISS is available to assist you in your VET or HE studies. With access to ISS centres and staff on CDU’s Casuarina (Gurinbey), Katherine (Yangan.garr) and Alice Springs (Akaltye) campuses, ISS is committed to supporting all Aboriginal and Torres Strait Islander students to reach their full potential and succeed in their individual learning journey.

ISS Reception
T: 08 8946 6479
E: OISSReception@cdu.edu.au
W: cdu.edu.au/indigenous-leadership/oiss
Support and facilities at CDU

How can ISS help me?
ISS provides high-level support and assistance to Aboriginal and Torres Strait Islander students studying at CDU through:

→ assistance with course information and advice on pathways into further education and training
→ assistance with student admissions, enrolments and applications including the development of Individual Learning Plans
→ arranging orientation programs for new and continuing students, including intensive advice and support on academic study skills, effective time management, essay writing and referencing skills
→ provision of academic support and referrals for tutoring through Tutorial Support (formally ITAS) where individual or group tutorial assistance can be arranged
→ provision of information about scholarships and other opportunities that become available for Indigenous students
→ excellent student facilities and the provision of a culturally safe study space in all centres with computer labs
→ provision of advocacy support including assistance with study issues and liaison with lecturers
→ referral to CDU support services such as counselling, careers, employment and accommodation.

For further information or general enquiries, visit Indigenous Student Services.

Gurinbey at Casuarina campus
ISS is located in Building Blue 2 on the Casuarina campus and includes a range of facilities for students as well as a dedicated computer lab and quiet study space for Indigenous students. The Centre is open 7 days a week from 7am to 1.30am. Student card swipe access is required.

ISS Reception
T: 08 8946 6479
E: OISSReception@cdu.edu.au
W: cdu.edu.au/indigenous-leadership/oiss

Akaltye at Alice Springs campus
Indigenous Student Services at the Alice Springs campus located in Building 6, at the rear of Student Central. The Akaltye Centre was completely refurbished in late 2018, it now houses a state-of-the-art computer lab with standing desks, a quiet tutorial and meeting space, fully equipped kitchenette and lounge facilities. The Centre is open after-hours Monday to Friday until 9.45pm and on Saturdays from 10am to 1pm. Student card swipe access is required.

Yangan.garr at Katherine Rural campus
Indigenous Student Services is located at the Katherine Rural Campus in the Library building.
Support and facilities at CDU

Regional and external students
Support is available to all prospective, enrolled and continuing students. Students who are not residing within reach of a support centre or who are studying externally are encouraged to contact ISS Reception on 08 8946 6479 or at OISSReception@cdu.edu.au

Indigenous grants
Indigenous Grants include the Tutorial Support Program (formally ITAS) and Away From Base (AFB).

Tutorial Support provides additional funding for tuition to help eligible Indigenous students studying both VET and HE course at CDU. Students studying a Cert III or above are entitled up to six hours of free tutoring per week.

The Away From Base (AFB) funding program assists with the costs of travel, meals and accommodation for eligible Aboriginal and Torres Strait Islander students studying ‘mixed-mode’/external VET and Higher Education courses for blocks, placements or field trips.

For more information on either program please contact:

Tutorial Support
T: 08 8946 6844
E: ts@cdu.edu.au

Away From Base
T: 08 8946 7429
E: afb@cdu.edu.au
Support and facilities at CDU

Information Technology Management & Support (ITMS)
ITMS manage and provide a wide range of services for students. Here are some of the more important things to know before getting started.

Account Activation
Activating your account will be the first step in accessing services available to you at CDU. This can be done through our online account activation tool. Make sure you have your student number available.

Wireless
Access to the Charles Darwin University Wi-Fi network and the internet is available from most locations across CDU campuses for the purpose of allowing students access to online resources in support of their study. You can connect to the Wi-Fi using your computer account credentials once your account has been activated.

CDU Portal
The CDU Portal is your one-stop shop for access to the services available to students at CDU. This includes access to your CDU email, Learnline and our job logging tool for reporting any IT-related issues you may have.

To see a more detailed list, please visit our page outlining the services and facilities available to CDU students:
W: cdu.edu.au/itms/student-accounts
W: portal.cdu.edu.au
W: cdu.edu.au/itms/for-students
Support and facilities at CDU

Accommodation
If you’re looking for long-term or short-term accommodation during your trade blocks, CDU has a range of accommodation options.

International House Darwin (IHD)
IHD provides on campus living at CDU’s Casuarina campus. Accommodation is for CDU students in higher education, work placement and trades. The IHD community is a vibrant mix of territory, interstate and international students. Its communal activities span academic and pastoral programs as well as cultural and social activities. Our office can work with you to find long or short-term accommodations and can assist with multiple trade block stays.

Visit IHD’s website or call for information about the application process and costs.
P: 08 8946 6591
W: ihd.cdu.edu.au

Alice Springs Student Accommodation (ASSA)
ASSA offers 34 modern rooms on campus, each with an ensuite. Communal kitchens and laundry facilities are available for guests. Visit the ASSA website or phone for information about the application process and costs.
P: 08 8959 5295
W: cdu.edu.au/locations/alice-springs-campus/alice-springs-accommodation

Katherine Student Accommodation (KSA)
KSA is nestled in the bushland of CDU’s Katherine Rural campus. Guests can use the computer lab, recreation room, swimming pool and multipurpose courts and oval. Visit the KSA website or call for information about the application process and costs.
P: 08 8973 8324
W: cdu.edu.au/locations/katherine-campus

UniLodge Darwin
Situated on Casuarina Square, UniLodge offers students a large choice of rooms and pricing options in a modern and convenient living environment. It features a recreation room with pool tables and table tennis, a large media room, an outdoor terrace with BBQs and study rooms on every level. For more information, please visit the UniLodge website or call the UniLodge concierge.
P: 08 8942 0706
Support and facilities quick reference

Access and inclusion
T: 08 8946 6288
W: cdu.edu.au/equity-services/access-inclusion

Accommodation
T: 08 8946 6288
W: cdu.edu.au/equity-services/accommodation

Careers and employment
T: 08 8946 6288
W: cdu.edu.au/equity-services/careers-employment

Cashier
T: 08 8946 7191
T: 08 8946 7192

CDU Bookshop
T: 08 8946 6497
W: cdu.edu.au/bookshop

CDU Child Care Centre
T: 08 8946 6913
W: cdu.edu.au/university-operations/child-care

CDU Library services
E: askthelibrary@cdu.edu.au
W: cdu.edu.au/library

Alice Springs campus library
T: 08 8946 6288

Casuarina campus library
T: 08 8946 7016

Palmerston campus library
T: 08 8946 7016

Complaints
T: 08 8946 7738
W: cdu.edu.au/strategicservices-governance/complaints

Counselling
T: 08 8946 6288
W: cdu.edu.au/equity-services/counselling

Facilities
T: 08 8946 6500
W: cdu.edu.au/university-operations/facilities-management

Graduation
T: 1800 061 963
W: cdu.edu.au/graduation

Indigenous Student Services
T: 08 8946 6479
W: cdu.edu.au/indigenous-leadership/oiss

Information Technology Management and Support (ITMS)
T: 08 8946 6600
W: cdu.edu.au/itms/for-students

Learner Support Services
T: 08 8946 7051
W: cdu.edu.au/cdu-vet/lss-student
Support and facilities quick reference

Learnline support
T: 1800 559 347
W: cdu.edu.au/learnline

Post office
T: 08 8945 0075
W: cdu.edu.au/current-students/postoffice

Scholarships
T: 08 8946 6442
W: cdu.edu.au/student-central/scholarships

Security
T: 1800 646 501
W: cdu.edu.au/university-operations/facilities-management

Alice Springs campus
T: 0428 816 741
Monday to Friday 8am to 10pm

Casuarina campus
T: 08 8946 7777
24-hour security services available

Darwin Waterfront
T: 08 8946 8888
CDU security staff during business hours.
Wilson Security after hours.

Katherine Rural campus
T: 08 8946 8314
Monday to Friday 4.30pm to 9pm.
After hours emergencies from 9pm to 8am

Palmerston campus
T: 08 8946 7888
24-hour security services available.

Student Central
T: 1800 061 963
W: cdu.edu.au/student-central

The Gym@CDU
T: 08 8946 6971
W: nt.ymca.org.au/where-we-are/darwin-palmerston/gym@cdu

UniPrint
T: 08 8946 6304
W: cdu.edu.au/uniprint
# Team contact details

<table>
<thead>
<tr>
<th>Team</th>
<th>Campus</th>
<th>Telephone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture and Rural Operations (Top End)</td>
<td>Katherine</td>
<td>08 8946 7512</td>
<td><a href="mailto:vet.agriculture@cdu.edu.au">vet.agriculture@cdu.edu.au</a></td>
</tr>
<tr>
<td>Automotive and Civil</td>
<td>Casuarina</td>
<td>08 8946 7506</td>
<td><a href="mailto:vet.autocivil@cdu.edu.au">vet.autocivil@cdu.edu.au</a></td>
</tr>
<tr>
<td>Building Technology</td>
<td>Casuarina</td>
<td>08 8946 7508</td>
<td><a href="mailto:vet.buildtech@cdu.edu.au">vet.buildtech@cdu.edu.au</a></td>
</tr>
<tr>
<td>Business (Top End)</td>
<td>Waterfront</td>
<td>08 8946 8877</td>
<td><a href="mailto:businessstopend@cdu.edu.au">businessstopend@cdu.edu.au</a></td>
</tr>
<tr>
<td>Business (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5467</td>
<td><a href="mailto:vet.business@cdu.edu.au">vet.business@cdu.edu.au</a></td>
</tr>
<tr>
<td>Children’s Services and Education Support</td>
<td>Casuarina</td>
<td>08 8946 7519</td>
<td><a href="mailto:vet.cses@cdu.edu.au">vet.cses@cdu.edu.au</a></td>
</tr>
<tr>
<td>Community Services and Allied Health</td>
<td>Casuarina</td>
<td>08 8946 7517 08 8959 5239</td>
<td><a href="mailto:vet.csh@cdu.edu.au">vet.csh@cdu.edu.au</a></td>
</tr>
<tr>
<td>Conservation and Land Management (Top End)</td>
<td>Casuarina Alice Springs</td>
<td>08 8946 7511</td>
<td><a href="mailto:vet.clm@cdu.edu.au">vet.clm@cdu.edu.au</a></td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Palmerston</td>
<td>08 8946 7526</td>
<td><a href="mailto:vet.culinaryarts@cdu.edu.au">vet.culinaryarts@cdu.edu.au</a></td>
</tr>
<tr>
<td>Electrotechnology (Top End)</td>
<td>Casuarina</td>
<td>08 8946 7505</td>
<td><a href="mailto:vet.electro@cdu.edu.au">vet.electro@cdu.edu.au</a></td>
</tr>
<tr>
<td>English Language, Literacy and Numeracy</td>
<td>Casuarina</td>
<td>08 8946 6578</td>
<td><a href="mailto:vet.ellan@cdu.edu.au">vet.ellan@cdu.edu.au</a></td>
</tr>
<tr>
<td>Hair, Beauty and Retail</td>
<td>Palmerston</td>
<td>08 8946 7520</td>
<td><a href="mailto:vet.hbr@cdu.edu.au">vet.hbr@cdu.edu.au</a></td>
</tr>
<tr>
<td>Horticulture (Top End)</td>
<td>Casuarina</td>
<td>08 8946 7513</td>
<td><a href="mailto:vet.horticulture@cdu.edu.au">vet.horticulture@cdu.edu.au</a></td>
</tr>
<tr>
<td>Information and Communication Technology</td>
<td>Casuarina</td>
<td>08 8946 7522</td>
<td><a href="mailto:vet.ict@cdu.edu.au">vet.ict@cdu.edu.au</a></td>
</tr>
<tr>
<td>Maritime and Seafood</td>
<td>Casuarina</td>
<td>08 8946 7513</td>
<td><a href="mailto:vet.mast@cdu.edu.au">vet.mast@cdu.edu.au</a></td>
</tr>
<tr>
<td>Metal Trades and Engineering</td>
<td>Casuarina</td>
<td>08 8946 7507</td>
<td><a href="mailto:vet.mte@cdu.edu.au">vet.mte@cdu.edu.au</a></td>
</tr>
<tr>
<td>Tourism, Hospitality and Recreation (Top End)</td>
<td>Palmerston</td>
<td>08 8946 7525</td>
<td><a href="mailto:vet.thr@cdu.edu.au">vet.thr@cdu.edu.au</a></td>
</tr>
<tr>
<td>Tourism and Hospitality (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5468</td>
<td><a href="mailto:vet.th.central@cdu.edu.au">vet.th.central@cdu.edu.au</a></td>
</tr>
<tr>
<td>Trades (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5465</td>
<td><a href="mailto:vet.trades.central@cdu.edu.au">vet.trades.central@cdu.edu.au</a></td>
</tr>
<tr>
<td>VET Creative Arts</td>
<td>Casuarina</td>
<td>08 8946 6513</td>
<td><a href="mailto:cavet@cdu.edu.au">cavet@cdu.edu.au</a></td>
</tr>
</tbody>
</table>
Disclaimer

DISCLAIMER: While all reasonable efforts have been made to ensure that the information in this publication is correct, matters covered here are subject to change. Charles Darwin University disclaims any express or implied liability whatsoever to any party for any loss or damage caused by errors or omissions in this publication, whether these errors or omissions result from negligence, accident or any other cause.

Published November 2019 | CRICOS Provider No. 00300K (NT/VIC) I 03286A (NSW) RTO Provider No. 0373
Campus maps

Alice Springs campus

Key Facility
- Information Shop
- Campus Management & Finance
- University Support Services
- Business Studies
- Nursing Practical Lab
- Acute Centre
- Indigenous Academic Support Unit
- OSHC
- IT Studies
- Hairdressing & Beauty
- Arts
- Library
- Resource Centre
- Coffee Shop
- Desert Camels
- Tourism & Hospitality
- Electrotechnology
- Conservation Studies
- Trade Office
- Facilitates Workshop
- Welding Studies
- Conservation Land Management
- Automotive Studies
- IT Kiosk
- Multiskills / Work Skills
- Alice Springs Trades Skills Centre
- HV Bus Station 1
- Children's Centre
- Higher Education Building
- Lecture Theatre
- Environmental Science
- Education
- Health Sciences
- Northern Institute
- VET Community Services
- Student Accommodation
- HV Bus Station 2

Building
- Building 1 Level 1
- Building 1 Level 1
- Building 1 Level 1
- Building 1 Level 1
- Building 1 Level 1
- Building 2
- Building 2 Level 1
- Building 2 Level 1
- Building 3
- Building 3
- Building 4
- Building 4
- Building 5
- Building 6
- Building 6
- Building 7
- Building 8
- Building 8
- Building 9
- Building 9
- Building 10
- Building 11
- Building 12
- Building 12
- Building 13
- Building 14
- Building 14
- Building 15
- Building 15 Level 1
- Building 15 Level 2
- Building 15 Level 2
- Building 15 Level 2
- Building 16
- Building 17
- Building 18
- Building 19
Campus maps

Darwin Waterfront

Kitchener Drive
Opening hours and contact details

Casuarina campus: Student Central
Mon to Thurs: 8.00am – 4.00pm
Fri: 8.00am – 3.00pm
Location: Building Orange 1, Casuarina campus
Freecall: 1800 061 963
Email: student.central@cdu.edu.au

CDU Darwin Waterfront: Student Central
Mon to Thurs: 8.30am – 4.00pm
Fri: 8.30am – 3.00pm
Location: 21 Kitchener Drive, Darwin
Freecall: 1800 061 963
Email: student.central@cdu.edu.au

Alice Springs campus: Student Central
Mon to Fri: 8.00am – 4.00pm
Location: Building 1, Alice Springs campus
Freecall: 1800 654 865
Email: student.central@cdu.edu.au

Katherine Rural campus: General enquiries
Mon to Fri: 8.00am – 4.00pm
Location: Building 2, Katherine Rural campus
Freecall: 1800 779 577

Palmerston campus: General enquiries
Mon to Fri: 8.00am – 4.00pm
Location: Building A, Palmerston campus
Phone: 08 8946 7800
Email: palmerston@cdu.edu.au

FOR MORE INFORMATION
1800 238 838 | E: vet.enquiries@cdu.edu.au | W: cdu.edu.au/studyvet