

## VET ENROLMENT FORM

VET101

### SECTION 1 - PERSONAL DETAILS - All students must complete

USE BLACK OR BLUE PEN ONLY

Student Number

Title  Mr  Mrs  Ms  Miss  Dr

Surname

Given Names

Gender  Male  Female  
 Indeterminate/Intersex/Unspecified

Date of Birth (dd/mm/yyyy)

Former Surname

#### Tick status where applicable

CDU Staff  Apprentice

**Domestic**  NT  Interstate  
 International Visa holder  Student Visa  Other Visa

#### Have you previously provided CDU with a USI number?

Yes  No

If no, please provide your USI number in the space provided below. If you do not have a USI, visit [www.usi.gov.au](http://www.usi.gov.au) to apply for your USI and activate your USI account.

If you are unable to create your USI, please complete the attached Application for USI form and CDU will be able to create a USI on your behalf.

### Mailing Address (during training) – All students must complete

Number & Street or PO Box

Suburb/Town

State  Post Code

Country

Home Phone (including area code)

Work Phone (including area code)

Mobile Phone

Email\*

### Usual Residential Address – If different to your Mailing Address

Number & Street (Cannot be a PO Box)

Suburb/Town

State  Post Code

Country

Fax number (including area code)

### Emergency Contact – All students must complete

Contact Name

Contact Phone 1 (including area code)

Contact Phone 2 (including area code)

\*Email correspondence issued by CDU will be sent to your official CDU email address once your CDU student account is activated. To set up your preferred email address go to MyStudentInfo. All hard copy correspondence will be posted to your nominated mailing address.

For more information refer to the VET Student Guide W: [cdu.edu.au/student-central/forms-guides](http://cdu.edu.au/student-central/forms-guides)

I require proof of enrolment and a study plan for Centrelink

### SECTION 2 - EXEMPTION FROM TUITION FEES - Complete if you are seeking an exemption from fees

**Domestic students enrolled in VET courses that are not subsidised by the NT Government will attract full fees, and NO fee exemption will apply.**

You may seek an exemption from tuition fees if your course is subsidised by the Northern Territory Government and: (Please check relevant box)

- You are in receipt of a current Centrelink or Veteran's Affairs benefit
- You have Refugee status or a Humanitarian Visa

If you have ticked either of the boxes above you MUST attach a certified copy of your Visa, Passport, current Centrelink or Veteran's Affairs card to this enrolment form.

- Your course is conducted in the Northern Territory and more than 50kms away from Darwin, Palmerston, Alice Springs, Jabiru, Nhulunbuy, Katherine, Batchelor and Tennant Creek (R2).

#### OFFICE USE ONLY

Date received:	Date processed:
Team Code:	Processed by:



**SECTION 6 - STATISTICAL INFORMATION - All students must complete****Q1. Citizenship and Residence status during this teaching period?**

- Australian citizen including Australian citizens with dual citizenship
- Permanent Resident
- Temporary Entry Permit including student visa or diplomat or a dependant of a diplomat
- Status other than one of the above

**Q2. What is the postcode of the residential area in which you usually live? (Not a PO Box Postcode)**

- Australian postcode
- Overseas address (You do not need to provide a postcode)

**Q3. Do you speak a language other than English at home?**

- 1201  No, English only. Proceed to Q4.
- Yes, other. Name the language that is spoken most often.

**How well do you speak English?**

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

**Q4. In what country were you born?**

- 1100  Australia     Other Country

(please specify)

**Q5. Are you of Australian Aboriginal or Torres Strait Islander origin?**

- 1  Yes, Aboriginal
- 2  Yes, Torres Strait Islander
- 3  Yes, Aboriginal and Torres Strait Islander
- 4  Neither Aboriginal nor Torres Strait Islander

**Q6. Which of the following categories, best describes your current employment status? (Tick one box only)**

- 01  Full-time employee
- 02  Part-time employee
- 03  Self-employed - not employing others
- 04  Employer
- 05  Employed - unpaid worker in a family business
- 06  Unemployed - seeking full-time work
- 07  Unemployed - seeking part-time work
- 08  Not employed - not seeking employment

**Q7. Are you still attending secondary school?**

- No
- Yes, Name of school

**Are you an International Secondary School Student Visa holder?**

- Yes     No

**Q8. In which year did you complete your highest school level?**

- Years 8 - 12 ONLY  (Leave blank if you did not go to school)

**Q9. What is your highest completed school level?**

- Year 12 Completed     Year 9 or equivalent Completed
- Year 11 Completed     Year 8 or lower Completed
- Year 10 Completed     Did not go to school

**Q10. Have you successfully completed any of the following qualifications? Please tick all applicable boxes:**

- 111  Doctoral Degree
- 112  Master Degree
- 200  Graduate Diploma or Graduate Certificate
- 300  Bachelor Degree
- 410  Advanced Diploma or Associate Degree
- 420  Diploma
- 511  Certificate IV
- 514  Certificate III
- 521  Certificate II
- 524  Certificate I
- 000  None of the above

**Q11. Do you consider yourself to have a disability, impairment or long-term medical condition which is likely to affect your study? Disclosing a disability is confidential.**

- Yes     No. Proceed to Q12.

**If yes, then please indicate the areas of disability, impairment or long-term condition.**

- Hearing/deaf     Mental illness
- Physical     Acquired brain impairment
- Intellectual     Vision
- Learning     Medical condition
- Other

**Students are encouraged to contact the Disability Liaison Officer if adjustments are required to undertake studies. Please indicate if you would like to be contacted in regards to services available for students with disabilities.**

- Yes     No

**Q12. Of the following categories, which best describes your main reason for undertaking this study. (Tick one box only)**

- 01  To get a job
- 02  To develop existing business
- 03  To start my own business
- 04  To try for a different career
- 05  To get a better job/promotion
- 06  It was a requirement of my job
- 07  I wanted extra skills for my job
- 08  To get into another course of study
- 11  Other reasons
- 12  For personal interest or self-development
- 13  To get skills for community/voluntary work

**Q13. Do you intend to complete the whole qualification/course or do you intend to complete a set of units? (Tick one box only)**

- Qualification     Units

**SECTION 7 - THIRD PARTY SPONSORSHIP**

If your course fees are going to be sponsored by a Third Party, the Third Party Authorisation form must be completed. The form is available at W:[cdu.edu.au/student-central/forms-guides](http://cdu.edu.au/student-central/forms-guides); forward the completed form as soon as possible to E: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

If you are an apprentice, please complete the VET105 - Apprentices Third Party Authorisation for Studies form, all other students must complete the VET104 - Third Party Authorisation for Studies form.

**NOTE: Payment for CDU staff undertaking approved training should be handled by Journal Transfer**

## SECTION 8 - PRIVACY STATEMENT & DECLARATION - All students must complete

### Enrolment & Fees

1. I have been informed of fees and changes associated with this course, including the requirements and timelines to withdraw without incurring fees. I agree to meet all enrolment deadlines and make payment of all fees arising from this enrolment by the due date. I understand that I must accept the consequences of not meeting these due dates in accordance with instructions either published by the University or sent to me in any correspondence from the University relating to my enrolment.
2. I further undertake to pay the prescribed fees and charges (if any) within the time allowed by CDU for such payment.
3. I understand that I am responsible for notifying Centrelink of study load or changes to study load where applicable.
4. I am aware of what is required for entry into this course. I have also read the course information, which is found on the web (<https://www.cdu.edu.au/courses>)
5. I acknowledge that pertaining to VET enrolments; i have access to, and have read the information supplied in the VET Student Guide
6. I acknowledge that I have access to, and have read the information regarding VET Student Loans schemes, if applicable.
7. I declare that if this course is supplied under NTG recurrent funding (including the entitlement) and if I am an NT or Commonwealth Government employee, I am undertaking this training for personal reasons and it is not professional development requested by my employer.
8. I acknowledge that while I am enrolled I will comply with the rules, policies, procedures and by-laws of Charles Darwin University.
9. I acknowledge that CDU provides integrated student support throughout training, and authorise CDU to enrol me in student support modules as part of the enrolment process or on commencement of training if required.

### Collection & Disclosure of my information

1. I understand that Charles Darwin University will not disclose the information provided by me on this form to third parties, without my written consent, in accordance with Charles Darwin University's Privacy Policy, which is available at:  
W: [cdu.edu.au/governance/doclibrary/pol-032.pdf](http://cdu.edu.au/governance/doclibrary/pol-032.pdf)
2. I understand that under the *Data Provision Requirements 2012* Charles Darwin University (CDU) is required to collect my personal information and disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
3. My information (including the personal information contained on this enrolment form), may be used or disclosed by CDU for statistical, administrative, regulatory and research purposes. CDU may disclose my personal information for these purposes to:
  - Commonwealth and State or Territory government departments and authorised agencies; and
  - NCVER.
4. Personal information disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
  - populating authenticated VET transcripts;
  - facilitating statistics and research relating to education, including surveys and data linkage;
  - pre-populating RTO student enrolment forms;
  - understanding how the VET market operates, for policy, workforce planning and consumer information;
  - administering VET, including program administration, regulation, monitoring and evaluation.
5. I understand that I may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies, and that I may opt out of the survey at the time of being contacted.
6. NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988*(Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))
7. I authorise the University to transfer, use and disclose any information provided by me to the University, or any information obtained in connection with this enrolment to all it's member institutions, the Universities Australia member institutions, the members of the Australasian Conference of Tertiary Admissions Centre (ACTAC), or other tertiary educational, any registration/accreditation board (including the Australian Health Practitioner Regulation Agency) or authority either in Australia or Overseas where the University reasonably considers it is necessary.
8. I acknowledge that the University is required to release personal information I have given to the Australian Government Department of Education, Skills and Employment (DESE) and the DESE will collect and store my personal information in the Higher Education Information Management System (HEIMS)

## Communication & Notices

1. I agree to be contacted via electronic means whilst I am a student at Charles Darwin University
2. I acknowledge that I may be photographed, recorded and/or filmed while I am enrolled at Charles Darwin University (CDU). I hereby consent to the use of any photographs, film, videos and audio recording of my appearance for promotional, commercial and marketing purposes on any present or future media or means known or unknown by CDU. CDU will, wherever possible have regard to my cultural, family and personal sensitivities. I also acknowledge that I may cancel this consent at any time by contacting E: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).
3. I acknowledge that it is my responsibility to provide a Unique Student Identifier (USI). I authorise Charles Darwin University to verify a USI supplied by me; or search for and locate an existing USI; or obtain a USI on my behalf, and view my training records and results on the USI website. I understand that if my USI is not recorded, no qualifications or statements of attainment can be issued.

## University rules

1. I declare that the information I have supplied is, to the best of my knowledge, correct and complete.
2. I understand that the giving of forged, false or misleading information may lead to the cancellation of my enrolment.

**I declare that I have understood and accept the above privacy statement and student declaration terms and conditions.**

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

*\*Parental/guardian consent is required for all students under the age of 18.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For any general enquiries or to email or hand in the completed form please refer to the below contact details**

### **Casuarina campus: Student Central**

Mon to Thurs: 8.00am to 4.00pm  
Fri: 8.00am to 3.00pm  
Location: Building Orange 1.1, Casuarina campus  
Freecall: 1800 061 963  
Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

### **CDU Darwin Waterfront: Student Central**

Mon to Thurs: 8.00am to 4.00pm  
Fri: 8.00am to 3.00pm  
Location: 21 Kitchener Drive, Darwin  
Freecall: 1800 061 963  
Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

### **Alice Springs campus: Student Central**

Mon to Fri: 8.00am to 4.00pm  
Location: Building 1, Info Shop Alice Springs campus  
Freecall: 1800 654 865  
Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

### **Katherine campus: General enquiries**

Mon to Fri: 8.00am to 4.00pm  
Location: 19 Second Street, Katherine  
Phone: 08 8973 9900  
Email: [CDUKatherine@cdu.edu.au](mailto:CDUKatherine@cdu.edu.au).

### **Palmerston campus: General enquiries**

Mon to Fri: 8.00am to 4.00pm  
Location: Building A, Palmerston campus  
Phone: 08 8946 7800  
Email: [palmerston@cdu.edu.au](mailto:palmerston@cdu.edu.au).

### **Katherine rural campus: General enquiries**

Mon to Fri: 8.00am to 4.00pm  
Location: Building 2, Katherine Rural campus  
Freecall: 1800 779 577  
Email: [cdukatherinecampus@cdu.edu.au](mailto:cdukatherinecampus@cdu.edu.au).