

VET ENROLMENT FORM

SECTION 1 - PERSONAL DETAILS - All students must complete

USE BLACK OR BLUE PEN ONLY

VET101

Student Number _____

Title Mr Mrs Ms Miss Dr

Surname

Given Names

Preferred Name

Gender Male Female
 Indeterminate/Intersex/Unspecified

Date of Birth (dd/mm/yyyy)

Former Surname

CDU Staff Apprentice International

Do you have a Unique Student Identifier (USI) number?

If you do not have a USI, visit www.usi.gov.au to apply for your USI and activate your USI account. Please provide your USI number to your course delivery team.

If you are unable to create your USI, please complete the USI form, available from your VET Team, for CDU to create a USI on your behalf.

Have you previously provided CDU with a USI?

Yes No

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)

Correspondence issued will be sent to your CDU Computer Account; once activated.

I require proof of enrolment 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 3 - COURSE DETAILS – Must be completed with a Team Leader/Delegate at the time of enrolment

Course code Commencing course in TP1 TP2 TP3 TP4

Course name

Unit Set Descriptor

Course mode Internal External Mixed Team code

Campus where most of your studies in this course will be delivered

Alice Springs Casuarina Jabiru Katherine Town Waterfront

Katherine Rural Palmerston Nhulunbuy Tennant Creek

Other delivery location (please specify)

SECTION 4 - Complete if you are seeking Credit Transfer (CT) or Recognition of Prior Learning (RPL)

Credit Transfer - please indicate whether your study was completed at Charles Darwin University or another institution.

I have studied at Charles Darwin University previously. (Team Leader/Delegate to advise on units that count towards this qualification)

I have studied at another institution and seek credit transfer/s. (Please attach a certified copy of your previous studies)

RPL - The University offers RPL as a form of assessment, if you think you qualify, please discuss with the Team Leader/Delegate. If you are seeking RPL through the self assessment process, you must have completed the RPL Application form before completing this enrolment form.

Please tick the box if you are currently undertaking the RPL self assessment.

SECTION 5 - UNIT DETAILS – Must be completed with a Team Leader/Delegate at the time of enrolment

List all the units you plan to start or seek RPL for in 2017. Teaching periods indicate the period in which you are starting a particular unit.
Teaching periods in 2017 start on: Teaching Period 1 – 1 January; Teaching Period 2 – 1 April; Teaching Period 3 – 1 July; Teaching Period 4 – 1 October.

Unit Code	Teaching Period	Delivery Location	Mode (I/E/M)	Seeking RPL(X)	Unit Name	Training start date	Training end date

TEAM USE ONLY

Fee category (CSO to complete) Learnline AFB Funding source: 11H 11J 11K 20A Other (specify)

Lecturer Name Lecturer Signature Date

Student RPL Request recorded on Team Register

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

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:

- 008 Bachelor Degree or Higher Education
- 410 Advanced Diploma or Associate Degree
- 420 Diploma (or Associate Diploma)
- 511 Certificate IV (or Advanced Certificate/Technician)
- 514 Certificate III (or Trade Certificate)
- 521 Certificate II
- 524 Certificate I
- 990 Certificate other than the above
- No, I have not completed any of the above qualifications.

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

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

- Course Units

- Yes If you selected course, do you intend to complete the course by 31/03/2018*
- No

* Your answer to this question will help determine the government funding category (if applicable) for your course. It will not affect any individual fees that may be associated with your enrolment.

SECTION 7 - THIRD PARTY SPONSORSHIP

If your course fees is sponsored by a Third Party, the Third Party Authorisation form must be completed. The form is available at [W: cdu.edu.au/current-students/adminforms](http://W:cdu.edu.au/current-students/adminforms); forward the completed form as soon as possible to the VET Team.

If you are an apprentice, please complete the VET105 - Third Party Authorisation form for Apprentice; all others must complete the VET104 - Third Party Authorisation Form

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

SECTION 8 - DECLARATION AND SIGNATURE - All students must complete

1. I declare that the information I have supplied on this form is, to the best of my knowledge, correct and complete.
2. I have been informed of fees & charges associated with this course, including the requirements and timelines to withdraw without incurring fees.
3. I further undertake to pay the prescribed fees and charges (if any) within the time allowed by the University for such payment.
4. I agree to indemnify the University against all debt collection costs, solicitors' costs and any disbursements incurred as a result of my non-payment of monies owed to the University.
5. I understand that the giving of forged, false or misleading information may lead to the cancellation of my enrolment.
6. I acknowledge that while I am enrolled I will comply with the rules, policies, procedures and by-laws of the University.
7. I understand that I am responsible for notifying Centrelink of study load or changes to study load where applicable.
8. I agree to be contacted via electronic means while I am a student at Charles Darwin University.
9. I understand that the University will not disclose the information provided by me on this form to third parties, without my written consent, except to other educational institutions, to government bodies, as required or authorised by law or in accordance with the University's Privacy Policy, which is available at www.cdu.edu.au/governance or on request.
10. I acknowledge that I have access to, and have read the information supplied in the VET Student Guide.
11. I acknowledge that I have access to, and have read the information regarding VET FEE HELP if applicable.
12. I authorise CDU to obtain a USI on my behalf, verify a USI supplied by me and view my training records and results on the USI website. I understand that if my USI is not recorded, no certificates or documents can be issued.
13. I am aware of what is required for entry into this course.
14. I declare that if this course is supplied under NTG recurrent funding (including the entitlement) and if I am a NT or Commonwealth Government employee, I am undertaking this training for personal reasons and it is not professional development requested by my employer.

Signature of Student: _____

Date: _____