We know some people see the world in a unique way, often seeing solutions that others don’t.

What do you see?

Is it your first job on the horizon, a change of occupation, a promotion, or a way to channel your interests into a lifetime career?

At Charles Darwin University VET, we’re focused on helping you achieve more in your chosen territory.
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Introduction

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 offer.

We provide accredited training in job-related and technical skills. Our courses offer relevant and practical training that will help you enter or progress within the workforce with confidence and equip you with the skills you need to respond to the shifting demands of work.

CDU has over 22,000 students enrolled in VET, Higher Education and research, spread across eight campuses and centres in the Northern Territory, as well as Melbourne and Sydney. As one of a handful of universities in the country that provides both Higher Education and VET courses, CDU believes that every learner should be offered alternative ways to access education and to acquire universal skills, qualities and understandings.

Who needs this guide?

This guide is for anyone interested in completing a VET qualification or unit at CDU. It provides you with the information you need to know to become a CDU student, from application to enrolment. It also has information about the support and services available to you as a CDU student.

We look forward to receiving your application and hope you will take the opportunity to stay connected to CDU over the long-term.
Introduction
Introduction

Legislation, regulations and standards applicable to CDU students

During your studies at CDU, various government legislation, regulations and standards may apply to your studies.

To study a VET course, the Northern Territory Education Act states you must be 17 years of age at the time of enrolment unless:

1. You have completed year 10 of high school and have NT Department of Education (DoE) approval to undertake full-time work or an approved full-time training program. To find out more about approved education, training or employment, visit the Northern Territory Government’s education and learning website.

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

W: nt.gov.au/learning
W: cdu.edu.au/governance

Types of VET courses

At CDU we recognise that students have other commitments and that study and training 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 available 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 offered.

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

Certificate II
Courses are introductory level courses that provide basic knowledge and skills, and prepare students for entry-level work positions or apprenticeships in a variety of industries and/or 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 and/or further learning. This level of qualification is ideal for those wanting an apprenticeship or traineeship.
Introduction

Certificate IV
Courses provide theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning. Designed for supervisory and management positions, this level of course is ideal for those who want to advance their careers in the industry they already work in, or further develop skills and knowledge 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.

Diploma
Diploma courses provide specialised knowledge and skills for skilled/paraprofessional work and/or further learning by developing broad and in-depth skills in professional, technical or creative fields. Skills taught include planning, development and management. Successful achievement at this level may provide up to 80 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 a non-accredited course that focuses on a particular skill or licensing requirement.

W: cdu.edu.au/courses

Event management
Introduction

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.

Apprenticeships and traineeships
Apprenticeships and traineeships are a great way to get a head start in a chosen career or to retrain for the career you have always wanted by providing a nationally recognised qualification and on-the-job experience. 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

School-based apprenticeships
School-based apprenticeships (SBA) enable senior secondary school students to get a head start on their careers by allowing them to commence training towards a VET qualification and earn a wage, while still working toward their NT Certificate of Education and Training (NTCET). SBAs are considered part-time apprenticeships.

The breakdown of shared training and education equates to three days a week at school and two days at work or VET training. To enquire about school-based apprenticeships talk to your school VET coordinator.
**Introduction**

**VET for secondary students (VSS)**

CDU make available a variety of VET programs to school students from years 9, 10, 11 and 12.

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 less than 15 years of age. CDU will 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 certificate level 1. However, the following shall apply:
  - 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 CDU Children on University Premises Policy, which requires the secondary school to provide an adult supervisor to accompany the underage student(s) [students younger than 15 years] for the duration of time spent on a CDU campus.
- All VSS students must complete a DoE compliant VSS Expression of Interest form. This form provides the parent/guardian and school student permission to participate in an adult training environment.
Introduction

Unique Student Identifier (USI)

All students undertaking nationally recognised training need to have a Unique Student Identifier (USI). This Australian Government requirement was introduced in January 2015.

The USI creates a secure online record of 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 it is free. You need to create a USI only once and it will stay with you for life.

Your USI must be provided to CDU before you can receive a Statement of Attainment or qualification. For more information about USI visit the CDU USI website. Create your USI here at usi.gov.au

W: cdu.edu.au/usi
Enrolment

Enrolling in a VET course

When should I enrol?
To commence or continue studying in 2019 you will need to enrol, and you must 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/studyvet

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 team leader or lecturer to discuss and complete your enrolment.

Online application and enrolment
This a two step process – the application stage followed by the enrolment stage. After submitting your application, the relevant team leader or lecturer 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 offer email with instructions to activate your computer account.
Enrolment

Recognition of prior learning (RPL) and credit transfer
At CDU, we realise that many people have acquired knowledge and skills through previous training, work or life experience. Whether you are an experienced professional, tradesperson or 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 and give your career a much-needed boost. RPL application fees apply. Please see page 23.

Contact CDU to discuss your RPL options or refer to the Applicant’s guide to RPL available online.
T: 1800 238 838
E: vet.rpl.enquiries@cdu.edu.au
W: cdu.edu.au/prospectivestudents/studyingatcdu/pathwaystostudy-rpl

If you have completed study at another training organisation or previously at CDU, rather than repeating units, you may apply for exemption or recognition of these units through credit transfer. To support your request for credit transfer, submit a completed VET110 – Application for Credit Transfer (Recognition of Previous Studies) form, together with attached documentary evidence (certified copy of qualification/ statement of attainment) to support your request for credit transfer directly to your relevant industry team. Requests without documentary evidence will not be processed and will be returned to students. There are no fees for credit transfers.

W: cdu.edu.au/current-students/adminforms

Student number
If you are a new CDU 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. Your student number is unique and will remain the same while you are a student at the University.

Your student number will be printed on all communications from CDU. If you need to contact the University, please include your student number on all correspondence.
Enrolment

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 any computer that has internet access. For more information visit the CDU website.

W: cdu.edu.au/itms/student-accounts

How to 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 if you haven’t received your study plan. Contact details are listed at the end of this guide.

W: mystudentinfo.cdu.edu.au

View enrolment details online
You can view your enrolment details online but you must have activated your computer account first. 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 fee 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 when.

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

When to attend classes?
Once you have enrolled you may start attending classes. You do not have to wait to receive your Advice-Invoice, or any other form of written confirmation of enrolment before you 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 letter advising you of class attendance dates.
Enrolment

Class timetables
If your course is timetabled, the published timetables are accessible on the CDU class timetables page. The published timetable will be subject to change, but CDU will try to minimise changes. Changes will be updated automatically to the web. It is your responsibility to 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/timetables

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

→ be sent printed materials so you can complete the unit and/or
→ receive access to CDU Learnline.

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 materials to be sent to you. If you have not received your materials within 10 working days from the date of the email, please either check at your local post office or contact CDU straight away on the details in the email.

Concerns or issues
Contact your industry team’s Customer Service Officer if you have any concerns or issues. You can also contact:

Learnline student support
T: 1800 559 347
E: learnlinesupport@cdu.edu.au

Fitness
Enrolment

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

**Casuarina campus:** Student Central, 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 eForm.

W: cdu.edu.au/current-students/adminforms

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 your chin to the top of your 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 ID cards are issued to students free of charge. There is a $15 fee to replace a lost card. Stolen cards can be replaced free of charge when the application is accompanied by a police incident number.

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 security officer may ask to see your student ID card.
Changing my enrolment

What constitutes a change of enrolment
A change of enrolment can include one or more of the following actions when a student:

→ adds and/or substitutes a unit
→ withdraws from a unit
→ withdraws from a course
→ changes a 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. This form is 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 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
→ 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. Also, ensure that you date all correspondence and keep a copy for your own records. An Enrolment and Fees Advice – Invoice confirming your amended enrolment will be sent to you once any change to your enrolment has been processed.

W: cdu.edu.au/current-students/adminforms
W: mystudentinfo.cdu.edu.au
W: cdu.edu.au/current-students/important-dates
How do I add and/or withdraw from a unit?
To amend your enrolment by adding and/or withdrawing a unit, you need to complete VET102 - Change of Enrolment/Withdrawal from Course form. Printed forms are available from Student Central. Have the form authorised by the relevant team leader or lecturer and submit it to the relevant team immediately. Ensure you have ticked the box on your form to indicate that you are changing your 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/current-students/adminforms
W: cdu.edu.au/current-students/important-dates
Changing my enrolment

Withdraw from a course

If you want to withdraw from your course of study, you may benefit from discussing your situation with your team leader or lecturer. Often a solution other than withdrawal can be found.

International students on student visas must contact the Office of International Services if they wish to withdraw from their 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.

All changes to your enrolment are effective from the date CDU receives your written notification. It is not sufficient to tell only your lecturer that you are withdrawing from a course.

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

Note: 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 issued when your request has been processed (check your CDU email account if you have activated your CDU computer account).

W: cdu.edu.au/current-students/adminforms
W: cdu.edu.au/international
Changing my enrolment

Change of course
If you wish to change to another course, you should contact the relevant team leader or lecturer of the new course. You will be required to complete:

- VET101 – VET Enrolment Form for the new course
- VET102 – Change of Enrolment/Withdrawal from Course form (with the withdrawal from course box ticked) to cancel your current course enrolment (unless you wish to study both courses at the same time).

International students wishing to change to another course must submit an online application for the new course and upload a Statement of Purpose for Course Change or Course Transfer Request form with the online application. For more information please contact the Office of International Services.

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

W: cdu.edu.au/current-students/adminforms
W: cdu.edu.au/international
What fees do I need to pay?

Students undertaking VET courses at CDU are usually charged a fee. The amount depends on the students’ 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
- New Zealand citizens who have lived in Australia permanently for a minimum of six months immediately before undertaking a VET course
- holders of an Australian permanent visa
- holders of an Australian permanent humanitarian visa.

Domestic students living in the Northern Territory (NT) are eligible to apply 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 also be over the age of 17 or be able to provide evidence of having completed year 10.

Students may be asked to provide evidence when assessing their eligibility to access NTG subsidised training. 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 a subsidised place. Students enrolling in NTG subsidised places are charged subsidised 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 an NTG subsidised place and are also charged full fees.

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

What fees do I need to pay?

**VET Student Loans**

Charles Darwin University is an approved VET Student Loans provider for VET diploma and higher level courses.

VET Student Loans is part of the Higher Education Loan Program (HELP) that aims to remove financial barriers to study. VET Student Loans are available to eligible students who will be entitled for loans up to a capped amount, regardless of age or financial position, and can be used to pay all or part of tuition fees. To access VET Student Loans, a student must be enrolled in an approved diploma and/or higher level course and meet citizenship and residency eligibility criteria.

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

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

**How are fees handled at CDU?**

Fees are levied against the student and not a specific 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 2019 are charged a tuition fee at a rate of $3.20 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 fee rates are subject to change annually.

**Student categories exempt from VET tuition fees***

→ Enrolled secondary school students (this includes secondary school students who are not Australian citizens or permanent residents)

→ Indigenous Responsive Program

→ Students who at the time of enrolment receive a Centrelink or Veteran’s Affairs benefit
What fees do I need to pay?

→ Remote Area 2 students
→ 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.

**Tuition fee exemptions**

**Centrelink or Veteran’s Affairs benefit**
At the time of enrolment, students who receive a Centrelink or Veteran’s Affairs benefit will be exempt from paying tuition fees.

**Secondary school students**
At the time of enrolment, secondary school students will receive a tuition fee exemption by providing details of their secondary school on the VET101 – VET Enrolment Form.

**Humanitarian or refugee visa holders**
Individuals holding a Permanent Resident Visa (Humanitarian) or a Permanent Resident Visa (Refugee) are tuition fee exempt.

**Remote Area 2**
If you are living in the NT and your course is conducted in the NT more than 50 kilometres from the towns listed below, you may be eligible for the Remote Area 2 tuition fee exemption:

→ Alice Springs
→ Batchelor
→ Darwin
→ Jabiru
→ Katherine
→ Nhulunbuy
→ Palmerston
→ Tennant Creek.

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

**Applying for a tuition fee exemption**
A certified copy of your current Centrelink or Veterans’ 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 passport with their application.

Note: The evidence provided needs to be current and continue to be valid throughout each enrolment period 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 the teaching period in which the VET103 – Exemption from VET Tuition Fees form is submitted.

W: cdu.edu.au/current-students/adminforms
What fees do I need to pay?

Fees for domestic students for 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 no fee exemption applies. 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 annual hours curriculum (AHC), depending on the industry group that the course belongs to. Since most 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 on the CDU Unit Catalogue.

W: cdu.edu.au/units

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<tr>
<th>Industry group</th>
<th>2019 full fee rate</th>
<th>2019 full fee RPL rate</th>
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<tbody>
<tr>
<td>05 Finance, banking and insurance</td>
<td>$15.00</td>
<td>$4.50</td>
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<td>13 Tourism and hospitality</td>
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<td>16 Business and clerical</td>
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<td>17 Computing</td>
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<td>18 Science, technical and others</td>
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<td>01 Arts, entertainment, sports and recreation</td>
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<td>$4.50</td>
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<td>04 Community services, health and education</td>
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<td>07 TCF and furnishings</td>
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<td>10 Primary industry</td>
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<td>11 Process manufacturing</td>
<td>$17.00</td>
<td>$4.50</td>
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<td>12 Sales and personal service</td>
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<td>14 Transport and storage</td>
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<td>15 Utilities</td>
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<td>19 General education and training</td>
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<td>21 Exceptions – cookery</td>
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<td>02 Automotive</td>
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<td>06 Food processing</td>
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<td>09 Engineering and mining</td>
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*The above schedule provides an indication of 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.
What fees do I need to pay?

**International student fees**
International students enrolling in VET courses are charged course-dependent fees and are not normally eligible for NT Government subsidised places. Course fees are listed on the CDU international student website course list, or contact the Office of International Services.

T: 08 8946 7215
E: international@cdu.edu.au

**VET contract delivery fees**
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)**
For domestic students, an $90 administration fee applies for each completed RPL application submitted. The fee does not guarantee RPL will be granted and is generally non-refundable. If a potential RPL candidate wishes to apply for more than one qualification, a separate VET121 - RPL Application Form must be submitted, and a further application fee will apply.

Once an RPL candidate is approved, they will be enrolled. Fees associated with the actual RPL assessment for 2019 are:

- for NT residents applying for an NTG subsidised qualification, there is no fee for 2019
- for non-NTG subsidised training or non-NT residents, a flat rate fee of $4.50 applies per nominal hour for each unit
- for international visa holders (not student visa holders or holders who qualify for NTG subsidised training), a flat rate of $4.50 applies per nominal hour for each unit.

For international student visa holders, the cost of self assessment and RPL are covered by the international fee for the specific course.

**Note:** The RPL application fee also applies to students in categories that are exempt from VET tuition fees.

For more information, go to the RPL section of the guide.

W: cdu.edu.au/current-students/adminforms

**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 any other Australian Registered Training Organisations.

**Teaching and invoicing periods**
1. January - March
2. April - June
3. July - September
4. October - December
What fees do I need to pay?

When do I pay my fees?

All fees are payable 14 days from the date on your Enrolment and Fees Advice – Invoice (Advice–Invoice). The Advice – Invoice serves as an invoice for 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 updated invoice.

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

You can pay your fees at Student Central
What fees do I need to pay?

Census date
Students who are eligible for VET Student Loans (VSL) must pay their fees either up-front or defer 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) via the government eCAF system to defer their fees to tax. It is also the last day for students to withdraw from their units without incurring fees or a VET Student Loan debt. Census dates for each teaching period:

<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>
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<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 upfront or defer their fees to tax on or before the census date will have their unit enrolment cancelled for that teaching period.

How do I pay my fees?
Your Enrolment and Fees Advice – Invoice is notification of fees owing, 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.

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

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 cards are accepted at the Cashier’s office. EFTPOS facilities are also available at all Cashiers’ offices.

Pay online
W: webpay.cdu.edu.au. Select the link ‘CDU Student Fee Payments’

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

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

Credit card details can be directed 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 by mail
Include your name, address and student number on the back of the cheque together with a phone number for contact during business hours.

These should be made payable to Charles Darwin University and mailed to:
Cashier
Charles Darwin University
Darwin, NT, 0909

Instalment payments
These can be made where financial difficulty is encountered and an instalment plan has been arranged. Restrictions and/or conditions apply.

Fees must be more than $100 per semester.

For more information contact the Cashier’s Office:
T: 08 8946 7191 or freecall 1800 061 963

Note: Instalment payments are not available to students who are eligible for VET Student Loans.
What fees do I need to pay?

CentrePay deductions
CentrePay deductions are an option for students who receive Centrelink benefits, whose fees are $100 or more, and who are utilising the CDU instalment 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 Party 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.

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

Cashier details
A 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 - Building Orange 1
<table>
<thead>
<tr>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Thursday</td>
</tr>
<tr>
<td>Wednesday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
</tbody>
</table>

Darwin Waterfront - 21 Kitchener Drive, Darwin
(no cash accepted)
<table>
<thead>
<tr>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Thursday</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Friday</td>
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Alice Springs campus - Building 1
<table>
<thead>
<tr>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
</tr>
</tbody>
</table>

Palmerston campus - Building A
<table>
<thead>
<tr>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
</tr>
</tbody>
</table>

Regional locations
Jabiru, Katherine Town, Katherine rural, and Tennant Creek.

All have credit card facilities except Jabiru.
What fees do I need to pay?

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).
W: cdu.edu.au/governance/doclibrary/byl-005.pdf

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

Academic Transcript/Certificate of Completion/Testamur/My eQuals
All VET graduates receive digital graduation documents known as My eQuals as well as hard copy documents free of charge at the time of graduation from a specified course.

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.

W: cdu.edu.au/graduation/graduation-documentation

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 the MyStudentInfo website. Apprentices should contact the Apprentice Administration Group.

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
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 the MyStudentInfo website.

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*.

→ by submitting a completed VET102 - Change of Enrolment/Withdrawal from Course form to withdraw from the course.
Graduating from VET at CDU

For all the conditions above, the student must have a USI and/or no outstanding fees. If there is no USI and/or any outstanding fees, an SOA will not be issued.

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 date of removal from CDU’s scope of registration. Those 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 their course team to gain recognition of competency.

A Statement of Attainment is initially provided free of charge at the time of completing your training program*. 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 show the date the original document was issued.

*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 is also held in Alice Springs in June.

Students who believe they have completed all requirements of their course can complete the EGT104 – Nomination to Graduate form 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 the 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/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

Student Central provides a one-stop service for students, where our highly trained and professional team provides exceptional customer service to facilitate, guide and contribute to the success of our students’ journeys.

Student Central is the hub where you can find help with:

→ course information
→ online enrolment
→ fees and payments
→ graduation
→ student cards
→ scholarships.

W: cdu.edu.au/student-central
Support and facilities at CDU

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

**T:** 08 8946 6288
**W:** cdu.edu.au/equity-services
**Crisis support out of hours T:** 1300 933 393

These services include:

**Counselling services** – for students experiencing difficulties that are affecting their studies. Professional staff can assist with personal, academic and balancing of 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

**Disability, Access and Inclusion services** – provides support and a range of measures to assist students with a disability, medical condition, mental health condition or is a carer. The service can provide adjustments to assist with accessing and participating in your studies. Come and see us to see if we can help you.

**W:** cdu.edu.au/equity-services/careers-employment

**Careers and employment service** – supports students to develop career management skills. CareerHub 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/equity-services/accommodation

**Learner Support Services (LSS)**
CDU has a free Learner Support Service (LSS) to help adult VET students build their skills and strategies as a learner and to provide assistance with assignments and assessments. The support provided is based on the course material so that it is useful and relevant to the individual needs of each student. This service is not available to secondary school students undertaking VSS.

**W:** cdu.edu.au/cdu-vet/lss-student
Support and facilities at CDU

Office of Indigenous Student Services
CDU’s Office of Indigenous Student Services (OISS) 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, OISS is available to assist you in your VET and/or HE studies. With access to OISS centres and staff on CDU’s Casuarina (Gurinbey), Katherine (Yangan.garr) and Alice Springs (Akaltye) campuses, OISS is committed to supporting all Aboriginal and Torres Strait Islander students to reach their full potential and succeed in their individual learning journey.

OISS reception
T: 08 8946 6479
E: OISSReception@cdu.edu.au
W: cdu.edu.au/oiss

Information Technology Management and Support (ITMS)
While studying at CDU, you will have access to free student Wi-Fi from most locations across all CDU campuses. You will also receive a CDU email account as well as access to a variety of student computer labs.

The IT Kiosk is a space where you can obtain face-to-face support for CDU IT and communications services. The IT Kiosk is located at the Casuarina campus. You can also phone or visit their website.

T: 08 8946 6600
W: cdu.edu.au/itms
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 available.

International House Darwin (IHD)
IHD provides on campus living for CDU students in higher education, work placement and trades at CDU’s Casuarina campus. 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 accommodation 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: cdu.edu.au/ihd

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/assa

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 the 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/ksa

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 services quick reference

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<thead>
<tr>
<th>Support/facilities service</th>
<th>Telephone</th>
<th>Website</th>
</tr>
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<tbody>
<tr>
<td>Accommodation services</td>
<td>08 8946 6288</td>
<td>cdu.edu.au/equity-services/accommodation</td>
</tr>
<tr>
<td>Careers and employment</td>
<td>08 8946 6288</td>
<td>cdu.edu.au/equity-services/careers-employment</td>
</tr>
<tr>
<td>Cashier</td>
<td>08 8946 7191</td>
<td></td>
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<tr>
<td>CDU Bookshop</td>
<td>08 8946 6497</td>
<td>cdu.edu.au/bookshop</td>
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<tr>
<td>CDU Child Care Centre</td>
<td>08 8946 6913</td>
<td>cdu.edu.au/university-operations/child-care</td>
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<td>CDU library services</td>
<td></td>
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<tr>
<td>Alice Springs campus library</td>
<td>08 8959 5233</td>
<td>cdu.edu.au/library</td>
</tr>
<tr>
<td>Casuarina campus library</td>
<td>08 8946 7016</td>
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<tr>
<td>Palmerston campus library</td>
<td>08 8946 7870</td>
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<td>Complaints</td>
<td>08 8946 7738</td>
<td>cdu.edu.au/strategicservices-governance/complaints</td>
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<td>Facilities</td>
<td>08 8946 6500</td>
<td>cdu.edu.au/university-operations/facilities-management</td>
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<tr>
<td>Graduation</td>
<td>1800 061 963</td>
<td>cdu.edu.au/graduation</td>
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<tr>
<td>Indigenous student support</td>
<td>08 8946 6585</td>
<td>cdu.edu.au/indigenous-leadership/oiss</td>
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<tr>
<td>International student support</td>
<td>08 8946 7215</td>
<td>cdu.edu.au/international/current-students/support-services-contacts</td>
</tr>
<tr>
<td>ITMS support</td>
<td>08 8946 6600</td>
<td>cdu.edu.au/itms/for-students</td>
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Support and facilities services quick reference

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<tr>
<td>Learner Support Services</td>
<td>08 8946 7051</td>
<td>W: cdu.edu.au/cdu-vet/lss</td>
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<td>Learnline support</td>
<td>1800 559 347</td>
<td>W: cdu.edu.au/learnline</td>
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<tr>
<td>Post office</td>
<td>08 8945 0075</td>
<td>W: cdu.edu.au/current-students/postoffice</td>
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<tr>
<td>Scholarships</td>
<td>08 8946 6442</td>
<td>W: cdu.edu.au/student-central/scholarships</td>
</tr>
<tr>
<td>Alice Springs campus</td>
<td>0428 816 741</td>
<td>Monday to Friday 8am to 10pm.</td>
</tr>
<tr>
<td>Casuarina campus</td>
<td>08 8946 7777</td>
<td>24-hour security services available.</td>
</tr>
<tr>
<td>Darwin Waterfront</td>
<td>08 8946 8888</td>
<td>CDU security staff during business hours. Wilson security after hours.</td>
</tr>
<tr>
<td>Katherine Rural campus</td>
<td>08 8946 8314</td>
<td>Monday to Friday 4.30pm to 9pm. After hours emergencies from 9pm to 8am.</td>
</tr>
<tr>
<td>Palmerston campus</td>
<td>08 8946 7888</td>
<td>24-hour security services available.</td>
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<tr>
<td>Student Central</td>
<td>1800 061 963</td>
<td>W: cdu.edu.au/student-central</td>
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<tr>
<td>The Gym@CDU</td>
<td>08 8946 6971</td>
<td>W: nt.ymca.org.au/where-we-are/darwin-palmerston/gym@cdu</td>
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<tr>
<td>UniPrint</td>
<td>08 8946 6304</td>
<td>W: cdu.edu.au/uniprint</td>
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<td>Team</td>
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<td>Agriculture and Rural Operations (Top End)</td>
<td>Katherine</td>
<td>08 8946 7512</td>
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<td>08 8946 7506</td>
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<td>08 8946 7508</td>
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<td>Business (Top End)</td>
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<td>Business (Central)</td>
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<td>Children's Services and Education Support</td>
<td>Casuarina</td>
<td>08 8946 7519</td>
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<td>Community Services and Allied Health</td>
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<td>08 8959 5239</td>
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<td>Conservation and Land Management (Central)</td>
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<td>Conservation and Land Management (Top End)</td>
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<td>08 8946 7526</td>
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<td>Electrotechnology (Top End)</td>
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<td>08 8946 7505</td>
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<td>English Language, Literacy and Numeracy</td>
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<td>08 8946 6578</td>
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<td>Hair, Beauty and Retail</td>
<td>Palmerston</td>
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<td>Health</td>
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<td>08 8946 7356</td>
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<td>Horticulture (Top End)</td>
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<td>Information and Communication Technology</td>
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<td>Maritime and Seafood</td>
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<td>VET Creative Arts</td>
<td>Casuarina</td>
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</tr>
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</table>
We know some people see the world in a unique way, often seeing solutions that others don’t.

What do you see?

Is it your first job on the horizon, a change of occupation, a promotion, or a way to channel your interests into a lifetime career?

At Charles Darwin University VET, we’re focused on helping you achieve more in your chosen territory.
Contact us
Vocational Education and Training
T: 1800 238 838
E: vet-enquiries@cdu.edu.au
W: cdu.edu.au/vet

Student Central Casuarina campus
Mon, Tues, Thurs: 8.30am to 4.00pm
Wed: 8.30am to 6.00pm Fri: 8.30am to 3.00pm
Location: Elangowan Drive, Casuarina, NT
Freecall: 1800 061 963

Student Central Alice Springs campus
Mon to Fri: 8.30am to 4.00pm
Location: Grevillea Drive, Alice Springs, NT
Freecall: 1800 654 865

Palmerston campus
Mon to Fri: 8.00am to 4.00pm
Location: University Avenue, Palmerston, NT
T: 08 8946 7800

Katherine campus
Mon to Fri: 8.30am to 4.00pm
Location: Stuart Highway, Katherine, NT
Freecall: 1800 779 577

Darwin Waterfront
21 Kitchener Drive, Darwin, NT
Mon, Tues, Thurs: 8.30am to 4.00pm
Wed: 8.30am to 6.00pm
Fri: 8.30am to 3.00pm

FOR MORE INFORMATION
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