

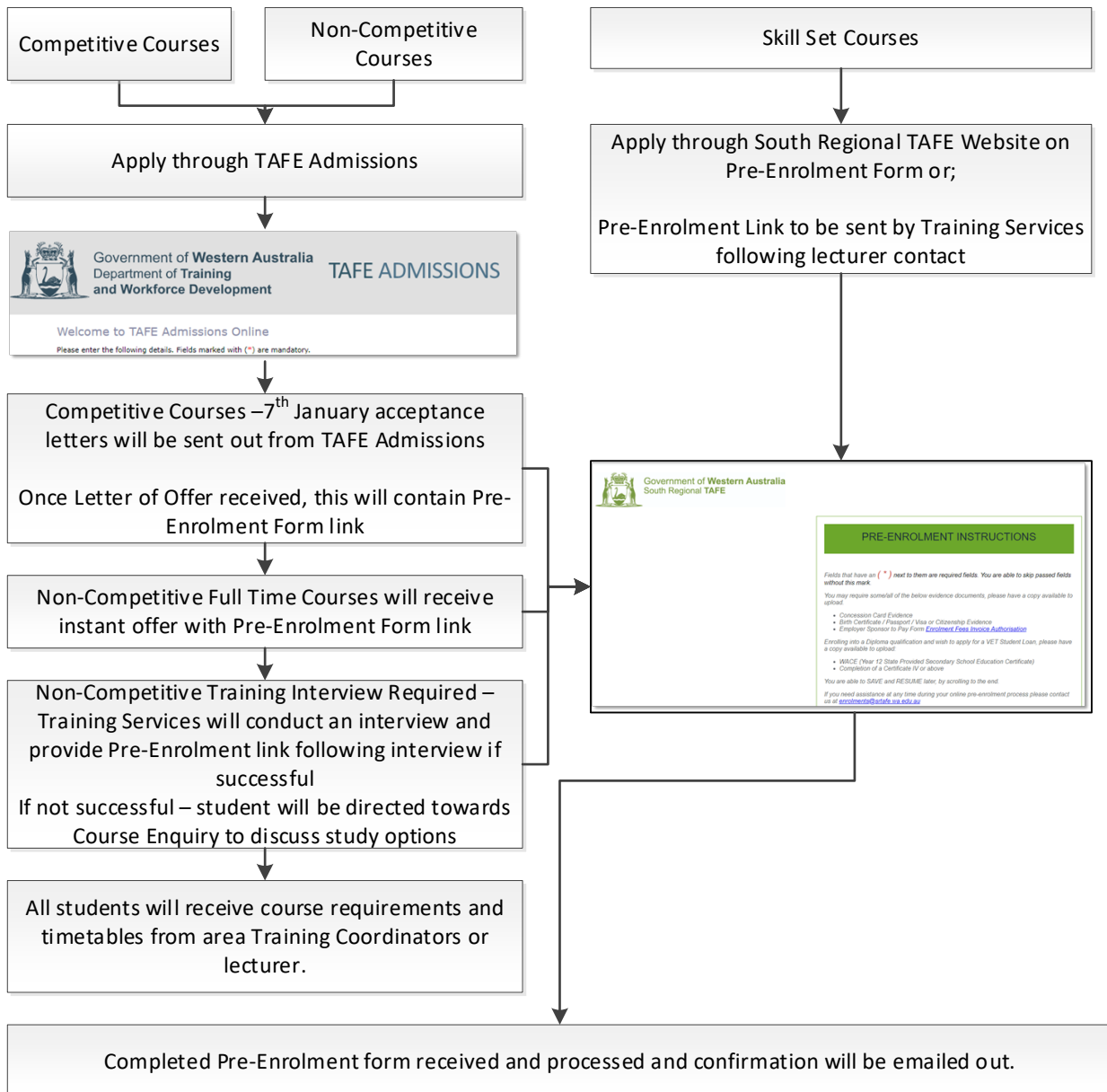


## How to Complete the Online Pre-Enrolment Form

Welcome to South Regional TAFE. We are excited to see you here and assist you in your training journey. Our online pre-enrolment form was brought about during the COVID-19 pandemic to ensure that we keep face-to-face contact to a minimum. This form allows you to supply all the required information for your enrolment to progress in one place for the course of your choice.

This guide is to assist you with each area and general use of the form. If you require any assistance with this form, please talk to your campus administration staff for alternative ways to complete the form.

### Student Enrolment Workflow



*Documents you may require:*

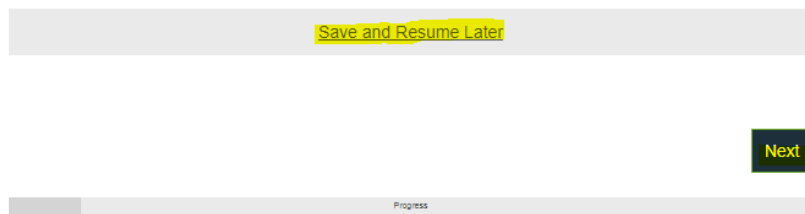
- Concession card (for example: Health Care Card, Pension or Disability Card)
- VISA (Working Visa evidence, passport)

*VET Student Loan Evidence*

- Australian passport / Birth certificate
- Name change evidence (certificate)
- WACE (Australian Secondary Education Certificate)
- Certificate IV or above certificate

*Form Buttons*

- Tab or click through each page
- 'Save & Resume Later'. This will prompt you to enter a password and the form will email you a link to return to the form at a later date
- Each page has NEXT or PREVIOUS button to navigate to each page
- (\*) A red asterisk denotes that this section is a required field and needs some input.



## Welcome Screen

Click Start

### Pre-enrolment instructions

This provides instructions pertaining to the form.

### Personal details

This section requires your personal details and Emergency Contact Details and are all required fields.

### Contact address

This section is for your Postal and Residential Address.

### Under 18 students

This section is applicable to students under 18 years of age.

### Nationality

This section is related to your residency status and has required fields.

### Disability

This section is related to Disability Support.

### Concession

If you have a Services Concession Card (For example Centrelink Issued: Health Care Card, Pensioner or Disability) Upload evidence.

### Returning student

Have you previously enrolled into a course with South Regional TAFE this year?

### Student reference numbers

If you are a returning student, please complete your Student ID numbers here.

### Course details

Select your preferred campus and course.

### Course Details Form

If you have been provided a completed Course Details Form from your lecturer, you can upload that form here.

### Educational background

This section relates to your High School level of completion and last date of attendance

### Educational participation

This section relates to Highest level of participation of academic study

### Further information

This section relates to why you are enrolling and employment status

### Payment options

In this section please select which payment option you will use to pay for your fees:

- Direct Debit Payment Plan – before your enrolment is finalized, administration staff will be in contact with you to inform you of the fees and payment plan structure.
- Credit Card – before your enrolment is finalized, administration staff will be in contact with you to inform you of your fees and take payment over the phone
- VET Student Loan Application – This applies ONLY to Diploma or Advanced Diploma courses and is a Commonwealth Assistance Loan for your fees.
  - o If you are a returning student and wish your new units of enrolment to be attached to an existing loan, please upload a Progression Form as evidence.
  - o Eligibility questions apply and evidence is required for this section. Once your enrolment has been processed; a 2-day cooling off period will be enforced before contact is made informing you of the next step in the VET Student Loan Application process. Please find more information on our website here:  
<https://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans>
- Employer Sponsor to Pay – This applies to students who have an employer paying for their fees, if you do not have the Employer Sponsor to Pay form uploaded in this section you will be required to provide Direct Debit information to then proceed with the form. Before your enrolment is finalized, administration staff will contact you regarding your fees and following up on the required form.
- Intent to Apply of a Fee Waiver – This applies ONLY to Certificate IV or below courses. Before your enrolment is finalized, Student Services staff will be in contact with you to complete the application process. Evidence may be required at that time.

### Student declaration and consent

This section lists South Regional TAFE's Important Terms and Conditions of Enrolment. Please take the time to read this as well as the links provided with the document regarding the Student Code of Conduct and information pertaining to fees and withdrawing from a course.

### Confirmation page

This screen will appear, allowing you to preview all the information you have entered in the form.

A confirmation email will be sent to you with an attachment of the form you have just completed.

If you have any questions regarding this process, please email [enrolments@srtafe.wa.edu.au](mailto:enrolments@srtafe.wa.edu.au) or call 1800 621 445.