

**BALLARAT** PO Box 663 Ballarat VIC 3353 Australia  
**WIMMERA** PO Box 300 Horsham VIC 3402 Australia

**CALL** 1800 FED UNI  
**WEB** federation.edu.au | **ABN** 51 818 692 256

### 1. Federation Student Identification Number

       

All questions must be answered for the enrolment to be processed. Please print in block letters using a blue or black pen.

### Course Code

### 2. Previous application and/or enrolment

Have you previously been a student of Federation University?  Yes  No

If yes, please state Federation Student ID number (if known)

Has your name changed since your last enrolment?  Yes  No

Previous name

Including former institutions: University of Ballarat; Ballarat University College etc.

If **Yes**, you **must** provide documentary evidence (Marriage Certificate, Deed Poll or Statutory Declaration) to support the change

### 3. Biographical (Personal) details

First name

Other name

Family name

Title  Mr  Ms  Mrs  Miss  Dr  Other:

Date of birth

  /   /    

Gender

Male  Female  Other

### Notes:

Please write the **EXACT** name that you used when you applied for your Unique Student Identifier (USI) including any middle names. If you are enrolling in a Diploma or above and wish to defer your fees to a VET Student Loan **YOU MUST** also ensure your name matches the name recorded at the Australian Taxation Office (ATO).

### 4. Country of Birth

Country of birth  Australia  Other (please specify)

If other, what year did you arrive in Australia?

   

Please provide the **physical address** of where you **usually live** – street number and name **not post office box**. Do not provide any **temporary address** at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

**You MUST provide at least one phone number. If more than one please indicate your preferred contact number.**

**You MUST provide the email address you check most regularly.**

### 5. Home address

Building/Property

Unit/Flat Number

Street number

Street name

Suburb/Town

State/Territory

Post code

Telephone: Home

Telephone: Work

Telephone: Mobile

Email

### 6. Mailing (postal) address (if different from above)

Building/Property

Unit/Flat Number

Street number

Street name

PO Box or Road Side Delivery (RSD) box number

Suburb/Town

State / Territory

Post code

### Student HQ Data Entry Record

#### Student's data entered

YES    /    /

#### Enrolment data entered

YES    /    /

#### Student HQ staff signature

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**7. Do you identify as an Australian Aboriginal or a Torres Strait Islander?**

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, both Aboriginal and Torres Strait Islander

**8. Citizenship / Residency**

- Australian Citizen
- New Zealand Citizen
- Permanent Humanitarian Visa
- Permanent Non-Humanitarian Visa
- Overseas Resident
- Temporary Entry Permit

Are you an Asylum Seeker?  Yes  No

Do you speak a language other than English at home?

- No, only English (EN)
- Yes. If more than one indicate the one spoken most often:

**9. Disability**

Do you consider yourself to have a disability, impairment or long-term condition?

- Yes (please tick **all** applicable)  No (go to question 10)
- Hearing impairment/deaf  Physical
- Vision  Intellectual
- Acquired brain impairment  Learning
- Medical condition  Mental health illness
- Learner with Literacy, Numeracy and Digital Literacy Needs
- Other (please specify below):

Would you like to receive advice on support services, equipment and facilities which may assist you with your disability, impairment or long-term condition?

- Yes  No

**10. School education**

What is the highest level that you **completed** at school?

- Completed Year 12  Completed Year 9 or equivalent
- Completed Year 11  Completed Year 8 or lower
- Completed Year 10  Never attended school

In which year did you **complete** that school level?

□ □ □ □ □

Are you still attending secondary school?  Yes  No

If No, and you are under 17 years of age at commencement of your training, you must provide Federation University with a copy of your 'Transition from School' form or correspondence or a certificate signed by the School Principal

Which of the following statements best describes your status

- participating in training on a full-time basis
- combination of training and employment

**Student background**

Have you ever spent time in formal out-of-home care?  Yes  No

**11. Previous qualifications achieved**

Have you **successfully completed** any of the qualifications listed below?

- Yes (please tick **all** applicable)
- No (go to question 12)

If Yes, please tick below, then enter one of the Prior Education Achievement Recognition Identifiers for any applicable qualification level

	Australian qualification	Australian equivalent*	International^
<input type="radio"/> Bachelor Degree or Higher Degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Advanced Diploma or Associate Degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Diploma (or Associate Diploma)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate IV or Advanced Certificate/Technician	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate III (or Trade Certificate)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate II	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate I	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificates other than the above	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* Tick 'Australian equivalent' if your prior education was achieved overseas and you have gone through the process of having the qualification assessed by the relevant government authority in Australia.

^Tick 'International' if you have an overseas (international) qualification but have not had it assessed.

In which year did you **complete** your highest qualification? □ □ □ □ □

Was your highest qualification completed as part of a senior secondary qualification (ie VETiS)?  Yes  No

The highest qualification (not including secondary or high school) I have completed OR expect to complete at the time the training that I am seeking to enrol in is scheduled to start is:

(Include full title of qualification eg. Certificate III in Aged Care, Diploma of Nursing etc.)

**12. Emergency contact details**

Relationship  Parent  Friend  Relative  Spouse/Partner  Other

Contact name

Contact number

**13. Unique Student Number (USI)**

Unique Student Number (if known) □ □ □ □ □ □ □ □ □ □

From 1 January 2015, Federation University can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at: [www.usi.gov.au/students/create-usi](http://www.usi.gov.au/students/create-usi) on your computer or mobile device. Federation University authorised personnel will access and locate your USI if needed to assist with processing your enrolment. If you do not wish this to happen, please tick here

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### 14. Employment

Which category best describes your current employment status? (Tick one box only)

- Full-time employee
- Part-time employee
- Self employed – not employing others
- Self employed – employing others
- Employed – unpaid worker in a family business
- Jobs Victoria Employment Network client
- Head Start Apprentice/Trainee
- Unemployed – seeking full-time work (go to question 15)
- Unemployed – seeking part-time work (go to question 15)
- Not employed – not seeking employment (go to question 15)

Which of the following classifications best describes the industry of your current or previous employer?

- Accommodation and Food Services
- Administrative and Support Services
- Agriculture, Forestry and Fishing
- Arts and Recreation Services
- Construction
- Education and Training
- Electricity, Gas, Water and Waste Services
- Financial and Insurance Services
- Health Care and Social Assistance
- Information Media and Telecommunications
- Manufacturing
- Mining
- Professional, Scientific and Technical Services
- Public Administration and Safety
- Rental, Hiring and Real Estate Services
- Retail Trade
- Transport, Postal and Warehousing
- Wholesale Trade
- Other Services:

Which of the following classifications best describes your current or recent occupation?

- Auto Supply Chain Worker
- Clerical and Administrative Workers
- Community and Personal Service Workers
- Labourers
- Machinery Operator and Drivers
- Managers
- Professionals
- Retrenched Worker
- Sales Workers
- Technicians and Trade Workers
- Veteran
- Others:

### 15. Reason for study

Which category best describes your main reason for undertaking this course/training? (Tick ONE box only)

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get skills for community/voluntary work
- To get into another course of study
- For personal interest or self development
- Woman returning to work
- Other reasons

### 16. Victorian Student Number

Enter your Victorian Student Number (VSN)

--	--	--	--	--	--	--	--	--	--

If you provided your VSN number above, you are NOT REQUIRED to answer the remainder of question 16.

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult Community Education provider since 2011?

- Yes** (Please complete the remainder of question 16)
- No** I have not attended a Victorian School since 2009 or a TAFE or other VET Training Provider since the beginning of 2011.

**If Yes:**  **Yes, I have attended a Victorian school since 2009**  
Please enter below the most recent Victorian school you have attended since 2009.

**If Yes:**  **Yes, I have participated in training at a TAFE or other training organisation since the beginning of 2011**  
List the most recent training organisations with which you have participated in training in Victoria since 2011. List up to three below.

1

2

3

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## Section A: Skills First Program: Education History (Enrolment in a Qualification and/or Skill Set)

This section **must** be completed by all students enrolling in a new course who are eligible to access government subsidised training.

If you are a full fee paying student, you are required to complete **Section B** only.

A 'qualification' means a course that has 'Certificate' or 'Diploma' in the title ie 'Certificate III in Business', 'Diploma of Nursing'.

A 'skill set' means a course with the title 'Course in ...' Or a single subject, or a small group of subjects ie 'Course in Family Violence', 'Infection Control Skill Set (Retail)'.

STUDENT TO COMPLETE		DO NOT LEAVE ANY SECTIONS BLANK. Please ask the Course Co-ordinator/Teacher for help if you do not understand a question.
I, (insert your name)		
in seeking to enrol in: (include full title of qualification you seek to enrol in)		
declare the following to be true and accurate statements:		
1	<b>If you are enrolling in a qualification</b> , how many other Skills First funded qualifications have you enrolled in that have started, or will start in the <b>same calendar year</b> as the qualification/s you are applying for now? <b>Don't</b> include the qualification/s or skill sets you are applying for now. <b>Do</b> include other qualification/s or skill sets you've enrolled in at this or another training provider, but haven't started yet.	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+ <input type="radio"/> Not Applicable
2	<b>If you are enrolling in skill set</b> , how many other Skills First funded skill sets have you enrolled in that have started, or will start in the <b>same calendar year</b> as the skill set you are applying for now? <b>Don't</b> include the skill set you are applying for now. <b>Do</b> include other skill sets you've enrolled in at this or another training provider, but haven't started yet.	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+ <input type="radio"/> Not Applicable
3	Not including the <b>qualification or skill set/s</b> you are applying for now, how many other Skills First funded qualifications and/or skill sets are you doing at the moment?	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+
4	If you are enrolling in a Foundation Skills course, do you have a qualification at a Diploma level or higher?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
5	As you are applying for a qualification on the 'Free TAFE for Priority Courses List', do you want to access a Fee Waiver? <b>Note:</b> You can only receive a Fee Waiver for <b>one qualification</b> on this list <b>unless you're eligible to a further qualification(s) as part of a Free TAFE pathway.</b>	<input type="radio"/> Yes (go to Q6) <input type="radio"/> No (go to Q10) <input type="radio"/> Not Applicable (go to Q10)
6	If you answered 'Yes' to Q5, have you already received a Fee Waiver for <b>this qualification</b> or for <b>any other qualification</b> on the 'Free TAFE for Priority Courses List'?	<input type="radio"/> Yes (go to Q7) <input type="radio"/> No (go to Q10)
7	If you answered 'Yes' to Q6, are you applying to recommence in the same qualification for which you previously received a Fee Waiver?	<input type="radio"/> Yes (go to Q10) <input type="radio"/> No (go to Q8)
8	If you answered 'No' to Q7, did you receive the Fee Waiver for a qualification under the <b>Job Trainer</b> initiative?	<input type="radio"/> Yes <input type="radio"/> No
9	For which qualification(s) have you <b>already received a Fee Waiver</b> ?	

### All applicants

10	<input type="radio"/> I am / <input type="radio"/> I am not enrolled in a school including government, non government, independent, Catholic or home school. <b>Note:</b> if you are enrolling or have enrolled in a VM program at Federation College the answer to this question is <b>I AM NOT</b> .
11	<input type="radio"/> I am / <input type="radio"/> I am not enrolled in the Commonwealth Government's Skills for Education and Employment program.
12	I understand that my enrolment in the above qualification/s and or skill set/s may be subsidised by the Victorian and Commonwealth Government under the Skills First Program. I understand how my enrolment will affect my future Training options and eligibility for further training under the Skills First program.
13	I acknowledge and understand that I may be contacted by the Department of Education and training or an agent to participate in a Survey, interview or other questionnaire.
14	<b>Note: If you are under the age of 17 and completed Year 10, YOU MUST provide a copy of your Transition from School form that has been signed by your school principal. If you have not completed year 10 YOU MUST provide a copy of your form signed by the Department of Education and Training Regional Director.</b>

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**Section B: Acknowledgements, privacy statement and disclaimer**

**Student Declaration: for Section A and Section B**

I acknowledge and understand this enrolment and its continuance is facilitated by government funding. If there is a change in the policy or legislation of any government or public authority which adversely impacts on the University's capacity to deliver courses then it is possible that my enrolment may be affected or cancelled. To the extent permitted by law, I release Federation University Australia from all claims for losses or compensation that may arise in those circumstances.

- I agree to abide by the Legislation, Policies, Procedures, Standard of Conduct and rules of Federation University Australia.
- I agree to pay all fees and charges applicable to, and arising from, this enrolment.
- I acknowledge that any false information and/or failing to disclose any relevant information on my application for enrolment and/or an incomplete application may result in the withdrawal of any offer, and/or cancellation of enrolment at the discretion of Federation University Australia, particularly if it relates to my eligibility for government subsidised training.
- I understand that it is my responsibility to provide all relevant and required documentation.
- I consent to the use and disclosure of the information in this form for the purposes and in the circumstances described in Section B.
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
- **I have read the refund policy and understand if I should withdraw from my course I may still be liable to pay any outstanding amount/s. To be eligible for a refund students enrolled in certificate level courses MUST formally withdraw within 28 days of commencement. Diploma/Advanced Diploma students MUST formally withdraw by the relevant unit census date.**

**I acknowledge all information provided in Section A – Student Declaration, is true and correct and acknowledge I have read the Victorian Government's VET Student Enrolment Privacy Notice and agree to the terms described in the Privacy Statement and Disclaimer in Section B.**

**Releasing my enrolment information to an employer or sponsoring organisation**

**Please read carefully:** If you are an **apprentice or trainee** the University is obligated to release details regarding your enrolment to your employer as part of your Training Agreement Contract. **If you are not apprentice or trainee** do you authorise Federation University Australia to release your results/attendance records for this enrolment to your employer or sponsoring organisation:  **Yes**  **No**  **Not applicable**

**Do you have a current concession card?**  **Yes**  **No**

<b>Student Signature</b>	
<b>Date</b>	<input type="text" value="D"/> <input type="text" value="D"/> / <input type="text" value="M"/> <input type="text" value="M"/> / <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

**Parental/guardian consent is required for ALL students under the age of 18**

<b>Parent/ Guardian Signature</b>	
<b>Date</b>	<input type="text" value="D"/> <input type="text" value="D"/> / <input type="text" value="M"/> <input type="text" value="M"/> / <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

I acknowledge that the University does not provide supervision of students under the age of 18 when not engaged in learning activities.

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## Section B: Acknowledgements, privacy statement and disclaimer – continued

**Victorian Government VET Student Enrolment Privacy Notice:** The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health records Act 2001 (Vic).

**Collection of your data:** Federation University Australia is required to provide the Department with student and training activity data. This includes personal information collected in the Federation University Australia's enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Federation University Australia provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <https://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

**Use of your data:** The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as course, subject completion), which may be relevant to the services provided to the student. The student's USI may be used for specific VET purposes including the verification of student data provided by Federation University Australia; the administration and audit of VET providers and courses; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

**Disclosure of your data:** As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET – related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocation Education Research (NCVER). In addition, we may disclose personal information to Australian Government agencies, including Services Australia,

where this is required by Australian law. Information about your enrolment with us may be disclosed if you are claiming or in circumstances that may affect your payment. Personal information disclosed to Services Australia is protected by law, including the Privacy Act 1988. More information about the way Services Australia handles personal information can be found on their privacy webpage.

**Legal and Regulatory:** The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

**Department/Survey Participation:** You may be contacted to participate in a survey conducted by NCVER or a department endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET courses in Victoria. **Please note you may opt out of the NCVER survey at the time of being contacted.**

VET Student Loans: may be available for eligible students enrolled in approved Diploma and Advanced Diploma courses. For more information, visit <https://www.employment.gov.au/information-vet-student-loans-students>

**Consequences of not providing your information:** Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

**Access, correction and complaints:** You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact Federation University Australia's Privacy Officer in the first instance by phone on (03) 5327 8674 or email [privacyofficer@federation.edu.au](mailto:privacyofficer@federation.edu.au)

**Further information:** For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: <https://www.education.vic.gov.au/Pages/privacypolicy.aspx> For further information about Unique Student Identifiers (USI), including access, correction and complaints go to: <https://www.usi.gov.au/documents/privacy-policy>

### Fee Information

**Refer to your Statement of Fees for the total indicative fees relevant to the course you are enrolling into, as well as other important information.**

Tuition fees for this enrolment instance will be calculated based on the subjects you are enrolling into and the evidence of eligibility you have provided. Material fees may also be applicable to your enrolment – these cover items such as tools, uniforms and excursions. Please note: where additional enrolments are required, fees will be charged as per each enrolment instance. For example, if the course runs into future years, further enrolments may be required.

A Tax Invoice/Statement will be issued for the individual subjects you are enrolling into, and any material fees (if applicable). A new Tax Invoice/Statement will be issued for any activity on your student account. Activity can include adding or dropping of enrolment, payments, and any other adjustments.

Charges may be amended if the information you provided was incorrect, or if you failed to provide the required eligibility evidence within specified time frames.

To be eligible for a concession on the tuition fee a **copy of your current and valid concession card** should accompany this enrolment form, otherwise the non concession rate will be charged. **Note:** Concession rates do not apply if your fees are being fully paid by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

### Payment Methods

**Student Invoice:** A Tax Invoice/Statement will be sent to your Federation University student email account and can be accessed through my Student Centre (mySC). The due date for your charges can be found on your Tax Invoice/Statement.

**FACTS Direct Debit Payment Plan:** This will allow you to apply for a direct debit payment plan to easily manage the payment of your tuition and material fees throughout the calendar year (excluding Diploma/Advanced Diploma tuition fees which are due at each census date).

**VET Student Loan:** If enrolling into a Diploma/Advanced Diploma you may be eligible for a VET Student Loan to help pay your tuition fees. If eligible, you **MUST** apply before your first census date.

**Have you previously commenced this course with another provider and accessed a VET Student Loan?**  Yes  No

Please note, it is your responsibility to advise us of your accumulated VETSL debt for this course if you want to continue accessing your available VETSL balance.

**Sponsor Agreement:** If your employer/sponsor has agreed to pay your fees they must complete the 'Fee Sponsor Agreement' form. Visit <https://federation.edu.au/current-students/essential-info/fees-and-charges/pay-your-fees/sponsorship>

Visit [www.federation.edu.au/studentfees](http://www.federation.edu.au/studentfees) for further fee information, FACTS Direct Debit Payment Plan information, Fee Sponsor Agreement Form, and to access the refund policy.

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**Section C: Skills First Program: Assessment based on evidence of eligibility and student declaration**

To be completed by an AUTHORISED DELEGATE OF THE TRAINING PROVIDER

Do not leave any sections blank

**Evidence of citizenship/residency and age**

I confirm that for (Student's full name)

I have sighted one of the following original, or a certified copy of the original, documents:

- an Australian Birth Certificate (not Birth Extract)
- a current Australian Passport
- a current New Zealand Passport
- a New Zealand birth certificate
- Australian Citizenship Certificate
- New Zealand Citizenship Certificate
- a current green Medicare Card
- confirmation via the Visa Entitlement Verification Online System (VEVO) of permanent residence AND the student's foreign passport or Immicard
- a proxy declaration for individuals in exceptional circumstances as per Clauses 2.13–2.17 of the Guidelines About Eligibility (the Eligibility Guidelines)
- an Australian Certificate of Registration by Descent
- confirmation that the student meets the eligibility criteria for the Asylum Seeker VET Program

**By EITHER:**

- viewing an original; OR
- viewing a certified copy; OR
- verifying through the Document Verification Service (DVS) where it is possible to do so, and in accordance with Clause 2.5 (c) of the Eligibility Guidelines; OR
- viewing a digital green Medicare card on a Digital wallet app on the card holder's mobile device, in accordance with Clause 2.5 (d) of the Eligibility Guidelines; OR
- relying on evidence sighted and retained as part of a previous enrolment in accordance with Clause 2.10 of the Eligibility Guidelines; OR
- verifying through VEVO, and viewing supporting evidence, if required [in accordance with Clause 2.5(e) or (f) or 2.7(a) or (b) of the Eligibility Guidelines].

AND I have **RETAINED ONE** of the following:

- a copy of the original or certified copy; OR
- the certified copy; OR
- evidence as set out in Clause 2.5 (c) of the Eligibility Guidelines (where verified through the DVS); OR
- declaration of sighting a digital green Medicare card [as set out in Clause 2.5(d) of the Eligibility Guidelines]; OR
- evidence as set out in Clause 2.5(e) or (f) or 2.6(a) or (b) of the Eligibility Guidelines [where verified through VEVO].

Number of qualifications student is currently eligible for:

- 0    1    2

Eligibility exemption granted:

- Yes    No

Number of skill sets student is currently eligible for:

- 0    1    2

Based on:

- Discussion with the student;
- The evidence I have sighted (and retained a copy of) in Section C; and
- The information provided to me by the student in Section A of this form;

I believe that the above individual satisfies the Skills First Entitlement eligibility requirements as set out in the VET Funding Contract (the Contract) and the Guidelines About Eligibility (the Eligibility Guidelines) and is eligible for funding under the Skills First program for the following program/s:

Course code:

Full course name:

Where applicable I have also sighted and retained relevant evidence required to grant an exemption from eligibility requirements or other limits under any initiatives in Part C of Schedule 1 of the Contract and as specified in Attachment 4 of the Eligibility Guidelines.

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**Section C: Skills First Program: continued**

**Authorised RTO delegate:**

**I acknowledge that as the Training Provider's authorised delegate, I am responsible for ensuring that all parts of this form are complete.**  
By signing this declaration, I acknowledge that I have reviewed Sections A and C and have confirmed they have been completed in full.

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Concession declaration attached?</b>	<input type="radio"/> Yes <input type="radio"/> No
		<b>Date</b>	<input type="text" value="D"/> <input type="text" value="D"/> / <input type="text" value="M"/> <input type="text" value="M"/> / <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

**Authorised Training Provider Delegate to Complete:**

**Is the student under the age of 17?**  Yes  No

If YES, the RTO MUST sight and retain a copy of the Transition from School Form signed by the School Principal if the student has completed Year 10. If they have not completed Year 10 they must provide a copy of the form signed by the Department of Education and Training Regional Director.

**Is the course the applicant is enrolling in part of a government initiative or skills set?**  Yes  No

If YES, please indicate the initiative or skill set. (ie Course in Identifying and Responding to Family Violence Risk etc.)

**Is this a Free TAFE for Priority Course place?**  Yes  No

What is the expected number of supervised hours for the course the student is enrolling in?

What is the expected date training for this course will be completed?

 / 
 
 / 
 




<b>The applicant is eligible for government funded tuition</b>	<input type="radio"/> <b>Yes, eligible</b>	Funding code:*	
<b>The applicant is not eligible for government funded tuition</b>	<input type="radio"/> <b>Not eligible</b>	Funding code:*	

**\*Funding Codes:** Note: For other funding codes please contact your relevant Education Manager.

- |  |   |                                      |
|--|---|--------------------------------------|
| <b>P</b> Government Funded Tuition               | <b>LT</b> Trainee Government Funded                 | <b>F</b> Full Fee Tuition            |
| <b>LS</b> School Based Trainee Government Funded | <b>LE</b> School Based Apprentice Government Funded | <b>U</b> International Students only |
| <b>LP</b> Apprentice Government Funded           |   |                                      |

**Notes**

Use this section to record additional detail, relevant eligibility information, including information used by the Training Provider to verify the student's eligibility that is not captured in Sections A or C. If there are no notes, write N/A.

**Warning – Uncontrolled when printed! The current version of this document is kept on the Federation University website.**

Authorised by: Manager, Student Administration  
 Document Owner: University Registrar  
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Original Issue: 22/11/2013  
 Current Version: 05/03/2024  
 Review Date: 01/07/2024

