

This form can be used for:

- Students who are continuing in the same program from the previous year
- Students who are adding additional course enrolments to their current year program

POST PO Box 663 Ballarat VIC 3353 Australia
WEB federation.edu.au
CALL 1800 FED UNI

Please print in block letters using a blue or black pen.

SCHOOL TO COMPLETE (Please attach and tick box)		PROGRAM CODE	Student HQ Data Entry Record
<input type="radio"/>	Copy of completed unit enrolment sheet/TGET	<input type="text"/>	Entered on: <input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="radio"/>	Copy of current EPSILON contract if applicable		Entered by: <input type="text"/>
<input type="radio"/>	If an employer/3rd party has agreed to pay your fees they must complete the 'Fee Sponsor' form		PID No. <input type="text"/>

STUDENT TO COMPLETE (Check your address and name details are correct in mySC and update if necessary)

Federation Student ID No.	<input type="text"/>	Program details
Biographical (Personal) details		Year
First name	<input type="text"/>	Current Fund Code*
Other name	<input type="text"/>	New Fund Code (if applicable)*
Family name	<input type="text"/>	Program Title
Date of birth	<input type="text"/>	
Phone number	<input type="text"/>	
Email	<input type="text"/>	
Do you have a current concession card?		<input type="radio"/> Yes (please complete the declaration with a Fed Uni staff member)
Card holder's name	<input type="text"/>	<input type="radio"/> No
Are you a dependant?	<input type="radio"/> Yes <input type="radio"/> No	

DO YOU AUTHORISE: <ul style="list-style-type: none"> • Federation University to use Centrelink Confirmation eServices to perform an enquiry of your Centrelink or Department of Veterans' Affairs customer details and concession card status to enable us to determine if you qualify for a concession • Services Australia (the agency) to provide the results of that enquiry to Federation University 	I UNDERSTAND THAT: <ul style="list-style-type: none"> • The agency will disclose personal information to Federation University including my name, concession card type and status to confirm my eligibility for concession • This consent, once submitted, remains valid while I am a customer of Federation University unless I withdraw it by contacting Federation University or the agency. I can get proof of my circumstances/details from the 	agency and provide it to Federation University so my eligibility for concession can be determined <ul style="list-style-type: none"> • If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concession provided by Federation University <input type="radio"/> I understand and authorise <input type="radio"/> I do not authorise
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Student declaration

I acknowledge all information was provided to me at the time of my original enrolment in the above program and continue to agree to all the terms and conditions.

Signature	<input type="text"/>	Date	<input type="text"/>
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AUTHORISED RTO DELEGATE TO COMPLETE		Copy of concession declaration attached?
Name	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Position	<input type="text"/>	
Signature	<input type="text"/>	Date
		<input type="text"/>

FEE INFORMATION Refer to your Statement of Fees for the total indicative fees relevant to your program. 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.	A Tax Invoice/Statement will be issued for all charges relevant to your enrolment. Invoices will be sent to your FedUni student email account and can be accessed from 'my Student Centre' . If your fees are being paid by a sponsor a 'fee sponsor' form must be completed. 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.	Direct debit payment plans are available – apply via 'my Student Centre'. Visit 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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Warning – Uncontrolled when printed! The current version of this document is kept on the Federation University website.

VET (TAFE) Variation Form 2024

***Fund Codes** – For other fund codes please contact your relevant Education Manager

- P** = Govt Funded Tuition
- JFP** = Job Trainer
- LS** = School Based Trainee Govt Funded
- LP** = Apprentice Govt Funded
- LE** = School Based Apprentice Govt Funded
- LT** = Trainee Govt Funded
- F** = Full Fee Tuition
- U** = International Students Only
- FV** = VETis
- ZC** = Corrections

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Authorised by: Manager, Student Administration
Document Owner: University Registrar
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