

## Completing your Enrolment Checklist Higher Education

After you've accepted your offer, you must complete your Student and Program checklists to be eligible to enrol in your classes. New students may complete their checklist at any time, even prior to your official enrolment date. Continuing students will need to wait until enrolments open.

To begin, go to the FedUni Homepage **www.federation.edu.au** on a desktop click on **Students**, then **my Student Centre**. On a mobile device click on the **menu**, **Students** then **my Student Centre**.

			Students Staff About us	Ŀ	Starting at FedUni > Life on campus > Essential info > Learning and study > Support and services >
-	Students	Login	Schools		Login
	Starting at FedUni	Moodle	Arts	Sci	
	Life on campus	ePortfolios	Business	Teo	Moodle >
	Essential info	Email	Education	Fed	ePortfolios >
-	Learning and study	my Student Centre	Health and Life Sciences	Bal	Email >
S.M.	Support and services	Change password	Nursing and Healthcare Professions		my Student Centre ゝ
		IT help	— /		Change password >

Log in using your Student ID number and password.

Your **User ID:** is your student number starting with the numbers 30XXXXXX

Your **Password** is the same password you use to logon to all Federation University computers.

If you are having trouble logging into my Student Centre click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.

Need help?

Reset Password

Need help logging in?



Students

Students

## Help

If you are having issues with your checklist or need assistance contact Student HQ on 1800 FED UNI (1800 333 864) or go to federation.edu.au/askfeduni





Note when you first enrol you must complete two checklists or you will not be able to enrol into classes.

In this example we are completing the HE Student Details Enrolment Checklist first.

## Complete the HE Student Details Enrolment Checklist

Note, if you have applied for more than one program select the relevant program you are enrolling into.

CI	ick on	the Student Details	s checklist	C Enrolment Checklist
my Student Centre			Tasks	Student Details Assigned
To Do List	2	To Do List	Program Bachelor of Nursing	Program Details Bachelor of Education (Primary)



	Step Bead thr	1 of 11 Student Details	Student Details
		ough	
	Click <b>Co</b>	nfirm to continue.	Student Details The checklist must be completed before you are able to enrol.
×E	xit	Student Details	unable to complete the entire checklist at once, you can return later.
D	1 Student Details	Student Details	Once all tasks have been completed, you are
D	2 Unique Student Identifier	he checklist must be completed before you are able to enrol. ach task must be completed in order. If you are unable to complete the entire checklist at once, you can return later. >nce all tasks have been completed, you are eligible to enrol once enrolment has opened.	eligible to enrol once enrolment has opened. FedUni Opening of Enrolment Dates
σ	3 FedUni Disclaimer	edUni Opening of Enrolment Dates	
σ	4 Address Details		
σ	5 Contact Details		
σ	6 Emergency Contacts		
σ	7 About You		
σ	8 Disability		
σ	9 Prior Education		
σ	10 Education Level – Parents or Guardian		Confirm
D	11 Complete Task		

## Step 2 of 11 Unique Student Identifier

See screen shots below



# Step 3 of 11 FedUni Disclaimer

Scroll down to read through the FedUni Disclaimer.

Click Accept to continue.

< 

×	Exit	Student Details	Please read this disclaimer and select the 'Accent'	Previous
D	1 Student Details	: FedUni Disclaimer	button.	Acce
	2 Holavo Student	Please read this disclaimer and select the 'Accept' button.	l understand that -	
	Identifier	I understand that - Federation University Australia collects the information sought by this form together with a photograph for the purposes of processing my en employed or engaged by the University in the delivery of services to me.	Federation University Australia collects the information sought by this form together with a	essed by peo
Ο	3 FedUni Disclaimer	The information may be made available to Commonwealth and State Government departments and agencies and to the ESOS Assurance F Act 2000 and the National Code. In addition, the information may be used or disclosed to other organisations outside the University where p provided, the University may be unable to process my errolment.	photograph for the purposes of processing my enrolment application. The information will be held by Endersting University and may be accessed by	tudents (ESO if this is not
Ο	4 Address Details	I have the right of access to the correction of personal information in accordance with the relevant privacy legislation and the University's Pri- http://policy.lederation.edu.au/university/general/information_privacy/ch01.php). Enquiries in relation to privacy can be directed to the University	people employed or engaged by the University in the delivery of services to me.	
Ο	5 Contact Details	This enrolment and its continuance may be facilitated by government funding. If there is a change in the policy or legislation of any governm possible that my enrolment at Federation University Australia may be affected or cancelled. To the extent permitted by law I release Federat For students allible for HFCAFE Dr. FER.HET D has following networks statement applies:	The information may be made available to	grams then it i circumstance
O	6 Emergency Contacts	Federation University Australia is collecting the information in this form for the purpose of assessing wentilement to Commonwealth assist Support Numer CHESSNI) on me. Federation University Australia will disclose this information to the Department of Education for these pu	Commonwealth and State Government departments and agencies and to the ESOS Assurance Fund pursuant to the University's	gher Educatio
U	7 About You	rebenation University Australia and the Lepartment of Education will not onerwise disclose information without my consent unless required I acknowledge that I have read and agree to the terms described by this Privacy Statement and Disclaimer and:	obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the	
Ο	8 Disability	I agree to ablee by the Legislation, Policies, Procedures, Standards of Conduct and rules of Federation University Australia.     I agree to pay all fees and charges applicable to, and arising from, this enrolment.	National Code. In addition, the information may be used or disclosed to other organisations outside	
U	9 Prior Education	<ul> <li>Lacknowledge that any false information and/or failure to disclose any relevant information on my application for enrolment and/or incomp University Australia, particularly if it relates to my eligibility for government subsidised training.</li> </ul>	legislation. The provision of the information is volumery but if this is not provided the University	Federation
σ	10 Education Level –	I declare that the information provided to Federation University Australia is to the best of my knowledge true, correct and complete at the 1	may be unable to process my enrolment.	
_	Parents or Guardian	I acknowledge that the University will correspond with me via any of the following means: on official University noticeboards, to my nomin:	I have the right of access to the correction of	
U	11 Complete Task	I acknowledge that my photograph may be taken and used by the University for identification and also for other purposes associated with  University's Privacy Officer in writing if I wish to have my photograph withheld from University use for any of these purposes.		to contact the
		I acknowledge that the University uses the 'TurnItIn' process to detect instances of plagiarism and I consent to my work being submitted to	Accept	
		I consent to use and disclosure of the information in connection with my enrolment for the purpose and in the circumstances described ab.		
		I authorise Federation University Australia to release my results/attendance records for this enrolment to my employer or sponsoring organi	isation and other education providers in appropriate circumstances.	
		Printable Page		



## Step 4 of 11 Address Details

Check your Addresses, add, edit or update.

**Important note** you must add a Permanent Home Address, Mailing address and Address while Studying at FedUni address before you can continue.

Click	+ 🕂 to add an address (	Click on > > to edit	an address.	_
Click	<b>Confirm</b> to continue.	Confirm	X Student Details <	1
× Exit		Student Details	Address Details 💷	< Previous
<ul> <li>1 Student Details</li> <li>2 Unique Student Identifier</li> <li>3 FedUni Disclaimer</li> <li>4 Address Details</li> <li>5 Contact Details</li> <li>6 Emergency Contacts</li> <li>7 About You</li> <li>8 Disability</li> <li>9 Prior Education</li> <li>10 Education Level – Parents or Guardian</li> <li>11 Complete Task</li> </ul>	Address Details   Permanent Home Address  Address  Address  Z2 Anticline Street BALLARAT VIC, 3350  Mailing Address No address defined  Add Mailing Address  Address while Studying at FedUni No address defined  Add Address while Studying at FedUni		Permanent Home Address  Address From  O Home street BALLARAT Current VIC, 3350  Mailing Address No address defined Add Mailing Address Address while Studying at FedUni No address defined Add Address while Studying at FedUni	Confirm

### Step 5 of 11 Contact Details

Check your email addresses and phone numbers. × Student Details < Click + to add an address or click on > to edit your address. Click Confirm to continue. Student Details **Contact Details** × Exi vious D 1 Student Details Contact Details Email 2 Unique Student Email Identifier ++σ 3 FedUni Disclaimer Email Email/Type Туре srs.test@federation.edu.au Campus 4 Address Details srs.test@federation.edu.au ~ > Other σ 5 Contact Details Phone ÷ σ 6 Emergency Contacts Phone Phone Туре Pref σ 7 About You 0432123456 Campus +σ 8 Disability Number/Type σ 9 Prior Education 0402444555 > σ Mobile 10 Education Level -Parents or Guardian D 11 Complete Task Confirm 00103D RTO 4909



## Step 6 of 11 Emergency Contacts

Add Emergency Contact(s) by clicking on Add Contact. You must provide an Emergency contact to continue. < × **Student Details** Click Confirm to continue. Confirm **Emergency Contacts** < Previous D 1 Student Details No contacts defined. Confirm Emergency Contacts Π 2 Unique Student Add Contact No contacts defined Identifier Add Contact σ 3 FedUni Disclaimer σ 4 Address Details Ο 5 Contact Details σ 6 Emergency Contacts σ 7 About You 0 8 Disability σ 9 Prior Education Ο 10 Education Level -Parents or Guardian Ο 11 Complete Task Confirm

## Step 7 of 11 About You (Citizenship/Residency)





St	ep 8 of 11 Disability	X Student Details 🖌 🚍	
Com	plete the Disability questions.		
Click	<b>Confirm</b> to continue		
× Exit	Student Details	Disability	< Previous
D 1 Student Details	Disability	Do you consider yourself to have a disability, impairment or a long term medical condition which may affect your studies?	Confirm
2 Unique Student Identifier	Do you consider yourself to have a disability, impairment or a long term medical condition which may affect your studies?	No	
O 3 FedUni Disclaimer			
4 Address Details			
5 Contact Details			
6 Emergency Contacts		C	
7 About You			
0 8 Disability			
9 Prior Education			
I 10 Education Level – Parents or Guardian			
U 11 Complete Task			
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31	ep 9 of 11 Prior Educatio	51	
Corr	plete all Prior Education questions.	HE Student Checklist	
Corr	plete all Prior Education questions.	HE Student Checklist	
Com Click × Ext	aplete all Prior Education questions. <b>Confirm</b> to Continue. HE Student Checkli	HE Student Checklist	< Previous
Corr Click x Exit	ep 9 of 11 Prior Education plete all Prior Education questions. <b>Confirm</b> to Continue. HE Student Checkli : Prior Education	St Prior Education Have you commenced or completed any prior	Confirm
Corr Click × Ext 1 Student Details 2 Unique Student Identifier	ep 9 of 11 Prior Education plete all Prior Education questions. <b>Confirm</b> to Continue. HE Student Checklin Prior Education Have you commenced or completed any prior education? Please indicate below your education level of participation and the last year of errolment for each of the questions.	ME Student Checklist          st       Prior Education         Have you commenced or completed any prior education?       Yes	< Previous
Corr Click × Ext 2 Unique Student Identifier 3 FedUni Disclaimer	EP 9 OI II PHIOI EQUICATIO      aplete all Prior Education questions. <b>Confirm</b> to Continue. <b>HE Student Checkliv Have you commenced or completed any prior education? Yes</b> Please indicate below your education level of participation and the last year of erroriment for each of the questions. <b>Higher Education Present indicate Degrees Present indindicate Degrees Present indicate Degrees</b>	st Prior Education Have you commenced or completed any prior education? Yes i Higher Education Degrees	Confirm
Corr Click x Ext 2 Unique Student Identifier 3 FedUni Disclaimer 4 Address Details	Prior Education questions.      Endert Checkli      Have you commenced or completed any prior education?      Prease indicate below your education level of participation and the last year of enrolment for each of the questions.      Higher Education Degrees      Postgraduate Degree or Higher     Bachelor Degree	st Prior Education Have you commenced or completed any prior education? Yes i Higher Education Degrees Postgraduate Degree or Higher	< Previous
Corr Click × Ext 2 Unique Student Identifier 3 FedUni Disclaimer 4 Address Details 5 Contact Details	Prior Education questions.      Enderson and the last year of enrolment for each of the questions.      Higher Education Degrees      Postgraduate Degree or Higher      Bachelor Degree      Advanced Degree, Advanced Diploma or Diploma	HE Student Checklist     Image: Start of the	Previous     Confirm
Corr Click × Ext 2 Unique Student Identifier 3 FedUni Disclaimer 4 Address Details 5 Contact Details 6 Emergency Contacts	Bep S of FIT PHOT Education     applete all Prior Education questions.     Confirm to Continue.     Interference     Int	Image: St   Prior Education   Have you commenced or completed any prior education?   Yes   Image: State of the education Degrees   Postgraduate Degree or Higher   Image: State of Degree   Image: State of Degree	Confirm
Corr Click x Ext 2 Unique Student Identifier 3 FedUni Disclaimer 4 Address Details 5 Contact Details 6 Emergency Contacts 7 About You	Prior Education questions.      Confirm to Continue.      Interference      Prior Education     Have you commenced or completed any prior education?     Yes     Prease indicate below your education level of participation and the last year of enrolment for each of the questions.      Higher Education Degrees         Postgraduate Degree or Higher         Bachelor Degree         Advanced Diploma or Diploma         VET Qualifications         Associate Degree, Advanced Diploma or Diploma         Certificate or other program at a VET Provider	Image: St     Prior Education   Have you commenced or completed any prior education?   Yes   Image: State of the education Degrees   Postgraduate Degree or Higher   Image: State of the education Degrees   Postgraduate Degree   Image: State of the education of Diploma     Image: State of the education of Diploma	Previous     Confirm
Corr Click × Ext 2 Unique Student Identifier 2 Unique Student Identifier 3 FedUni Disclaimer 4 Address Details 5 Contact Details 5 Contact Details 6 Emergency Contacts 7 About You 8 Disability	Prior Education questions.      Confirm to Continue.      Prior Education     Have you commenced or completed any prior education?      Prease indicate below your education level of participation and the last year of enrolment for each of the questions.      Higher Education     Prease indicate below your education level of participation and the last year of enrolment for each of the questions.      Higher Education     Postgraduate Degree or Higher     Bachelor Degree     Advanced Degree, Advanced Diploma or Diploma     Certificate or other program at a VET Provider     Secondary Education	Image: St   Prior Education   Have you commenced or completed any prior education?   Yes   Image: Strength of the strength	Confirm
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Com Click Ext     Com Click     Z     Z     Com Click     Z     Com C    Com Click     Z     Com	Advanced Degree, Advanced Diploma or Diploma VET Qualification Certificate or other program at a VET Provider Secondary Education VET Qualification	X       HE Student Checklist       Image: Certificate or other program at a VET Provider         st       Prior Education         Have you commenced or completed any prior education?       Image: Ves         Yes       Image: Ves         Higher Education Degrees       Postgraduate Degree or Higher         Postgraduate Degree       Image: Ves         Image: Ves       Image: Ves         Image: Ves <td< td=""><td>Confirm</td></td<>	Confirm
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Com Click Ext 1 Student Details 2 Unique Student Identifier 3 FedUni Disclaimer 4 Address Details 5 Contact Details 6 Emergency Contacts 7 About You 8 Disability 9 Prior Education 10 Education Level – Parents or Guardian 11 Complete Task	Bep S of TT Prior Education questions.      In the secondary Education Education questions      Prior Education      Prior Education      Prior Education level of participation and the last year of erroriment for each of the questions.      Higher Education Degrees      Postgraduate Degree or Higher      Bachelor Degree      Advanced Diploma or Diploma      Certificate or other program at a VET Provider      Secondary Education      Vet Secondary Program      Other Qualification      Other Qualification	Image: St       Image: Advanced Diploma or Diploma         Image: Stee Degree, Degree, Advanced Diploma or Diploma         Image: Stee Degree, Degree, Degree, Degree, Degree, Degree, Degree, Degree, Degree         Image: Stee Degree, Degree, Degree, Degree, Degree, Degree         Image: Stee Degree, Degree, Degree, Degree, Degree         Image: Stee Degree, Degree, Degree, Degree, Degree         Image: Stee Degree, Degree, Degree, Degree         Image: Stee Degree, Degree, Degree, Degree, Degree </td <td>Confirm</td>	Confirm
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# Step 10 of 11 Education level – Parents or Guardians

Complete Education level Parents or Guardians questions.

Click Confirm to continue.

× Ex	it	Student Details	Education Level - Parents or Guardians 🕕	< Previous
D	1 Student Details	Education Level - Parents or Guardians	These questions are about the highest level of education completed by your parents or guardians. The Australian	Confirm
D	2 Unique Student Identifier	rese questions are about the highest level of education completed by your parents or guardians. The Australian Government requires arent/Guardian 1	Government requires this information to be collected for statistical purposes.	
	2.5 - due i Die de les es	Highest Level of Education Completed	Parent/Guardian 1	
2	3 FedUni Disclaimer		Highest Level of Education Completed	
D	4 Address Details		•	
σ	5 Contact Details			
σ	6 Emergency Contacts			
σ	7 About You			
σ	8 Disability			
σ	9 Prior Education			
σ	10 Education Level –			
	Parents or Guardian			
Ŭ	11 Complete Task			
			Confirm	÷'

## Step 11 of 11 Complete Task

At your last stage, you can go back to check your details and questions by clicking < button or by selecting the expand icon on the phone. *Note you are unable to change any of your details, if you need to change your details please contact Student HQ 1800 FED UNI (1800 333 864)* 



Student Details

×

<

When you are ready to complete your student details click Submit

×	Exit	Stuc	lent Details	< Previous	Submit	Ξ
D	1 Student Details	: Complete Task	🗙 Student Details 🖌 Submit 📃			
D	2 Unique Student Identifier	Vease select the Submit button to complete your checklist.				
D	3 FedUni Disclaimer		Complete Task			
D	4 Address Details		Please select the Submit button to complete your			
D	5 Contact Details		checklist.			
D	6 Emergency Contacts					
D	7 About You					
D	8 Disability					
D	9 Prior Education					
D	10 Education Level –					
D	11 Complete Task	]				



## **Program Details Checklist**

Once you have submitted your first checklist, you will be taken back to your To Do List to continue to complete your other checklist.

In this example I completed the Student Details first, so I will now need to complete the Program Details next.

Click on the arrow to continue.

ny Student Centre	_	Tasks		A ≡
To Do List	To Do List			
	î↓		Bachelor of Education Studies	
	Task	Program	In Progress	
	Program Details	Bachelor of Education Studies		×

× Program Details

> =

## Step 1 of 4 Program Details

On a desktop click **Confirm** to continue.

On a phone click the > button to continue.

× Exit	Program Details	Step 1 of 4	
Program Details  CAF Not Started  Complete Task Not Started	Step 1 of 4: Program Details The checklist must be completed before you are able to enrol. Each task must be completed in order. If you are unable to complete the entire checklist at once, you can return later. Once all tasks have been completed, you are eligible to enrol once enrolment has opened. FedUhi Opening of Enrolment Dates	Program Details         The checklist must be completed in order. If you are unable to complete the entire checklist at once, you can return late.         Once all tasks have been completed, you are eligible to entire on once enrolment has opened.         FedUni Opening of Enrolment Dates	Confirm



# Step 2 of 4 Commonwealth Assistance Form (CAF)

Click on the > to select your program. Note if you have applied for more than one program, you need to complete both CAF's.

Exit			Program Details		Step 2 of 4	< Previous
1 Program Details Complete	Step 2 of 4: CA	Commonwealth Assistance Form (CAF	=)		Commonwealth Assistance Form	Confirm
2 CAF	Program	Program Description	Program Status	CAF Status		
	TC5	Bachelor of Education Studies	Active in Program	Successful Co	Backeler of Education Studies	
3 SA-HELP Not Started	If your CAF Type is Comm	monwealth Supported Place you must complete your Ca	AF even if you do not want to take out a HECS-HELP L	oan.	CAE Type	
4 Complete Task	A CAF Type of FEE-HELP	P only needs to be completed if you wish to apply for a FE	EE-HELP Loan. If you wish to apply for a FEE-HELP Lo	an, please complete your C#	CSP >	
NULSTATED					CAF Status Not Submitted	
Scro	oll down to rea	ad information on r	equesting a			
Con	nmonwealth S	Supported Place an	nd a HECS-HELP I	_oan.		
C ~~	oplata <b>Sactia</b>	n C Citizonahin//	ion Statua Scatia		Confirm	
Con	inplete Sectio	on C Ciuzensnip/vi	isa Status, Sectio			
File	Number (TF	N), Section E Rep	aving Your Loan	and Decla	arations.	

#### Click Confirm to continue.

If any details are incorrect contact Student HQ on 1800 FED UNI (1800 333 864)

Note on a phone each section will display as a separate page. See screenshots below.

≺ my Student Centre	CSP	CSP	A ≡ Ø
Request for a Commonwealth Supported Place and a HECS-HELI You must use this form to accept your enrolment in a subsidised Commonwealth supported pl What is a CSP and what is a HECS-HELP Ioan?	P Loan lace (CSP) and to apply for a HECS-HELP loan. A student enrolled in a CS	Request for a Commonwealth Supported Place and a HECS-HELP Loan	
The total cost of a CSP is split into two parts: the Australian Government (Government) pays of You will either pay your student contributions upfront, or you can use a HECS-HELP loan. If yo How to complete this form You russt: • Read the Commonwealth supported places and HECS-HELP information booklet before co • who can get a CSP and how it works.	one part - this is a subsidy, and you pay the other part - this is called your s ou do not pay your student contributions (either upfront or with a HECS-HE ompleting this eCAF. This booklet contains detailed information about:	You must use this form to accept your enrolment in a subsidised Commonwealth supported place (CSP) and to apply for a HECS-HELP loan. A student enrolled in a CSP is called a Commonwealth supported student.	ent in the CSP.
who can get a HECS-HELP loan and how it works,     the terms and conditions of the loan, and     an explanation of the works and terms used on this eCAF.     Complete each question. Your form will not be valid unless each question is completed con     Submit this eCAF on or before the census date for your unit(s) of study.     Check all information carefully. Some of the information on this form is pre-populated. You shr	rectly. ould thoroughly check these details and <b>if any of the information on this f</b>	What is a CSP and what is a HECS-HELP loan? The total cost of a CSP is split into two parts: the Australian Government (Government) pays one part - this is a subsidy, and you pay the other part - this is called your student contribution amount.	
Note: at FedUni a unit is called a course and a course/course of study/degree is called a pro- Section A: Student Details Family Name Given Names	Tom Jerry	You will either pay your student contributions upfront, or you can use a HECS-HELP loan. If you do not pay your student contributions (either upfront or with a HECS-HELP loan) by the census date, then Federation University Australia will cancel your enrolment in the CSP	
Date of Birth Gender	04/19/1997 Male •	How to complete this form	
Section B: Provider Name of Provider Federation University Australia Campus Ballarat - Mt Helen		Read the Commonwealth supported places and HECS-HELP information booklet before completing this eCAF. This booklet contains	
Student Identification Number Name of Course of Study	30353027 Bachelor of Education Studies	etailed information about:         who can get a CSP and how it works,         the standard stand	
		Previous	_



#### Section A Student Details Phone view student details.

If details are incorrect contact Student HQ 1800 FED UNI (1800 333 864)

CSP =	CSP =	CSP =
Request for a Commonwealth Supported Place and a HECS-HELP Loan Section A: Student Details	Request for a Commonwealth Supported Place and a HECS-HELP Loan Section B: Provider	Request for a Commonwealth Supported Place and a HECS-HELP Loan Section C: Citizenship/Visa Status
Family Name Brown	Name of Provider	I am an Australian Citizen
Date of Birth 07/29/1996	Campus Ballarat - Mt Helen	Yes Will you be studying at least part of your course of study in Australia?
Gender Male •	Student Identification Number         30353027         Name of Course of Study         Bachelor of Education Studies         Course of Study Code         TC5         Census Date         Standard semester Census Dates are 31 March for Semester 1 and 31 August for Semester 2. For additional Census Dates, please visit the Important dates page.	No
Previous	Previous	Previous

Section B Provider

## Section D Tax File Number continued

You must select one of the answers to continue.



#### Section E Repaying your loan



#### Declarations



#### Section C Citizenship/Visa Status



#### Click on Return to eCAF Summary to continue

					CSP	
tudent Centre		CSP	_			
est for a Commonwealth Supporte	d Place and a HECS-HELP Loan			Request for a	Commonwealth	Supported
or print a copy of your submitted form, please sel	ect the Return to eCAF Summary button below.			Flace and a H	ECS-HELF LOan	
m to eCAF Summary				Your form was su 17/07/2018.	ccessfully submitted	on
				To view or print a please select the button below.	copy of your submitt Return to eCAF Su	ted form, <b>mmary</b>
Click <b>Confirm</b> <i>Note you can</i>	to continue view the completed CA	F form and print a	сору.	Retur	n to eCAF Summar Details	y ]=
Click <b>Confirm</b> <i>Note you can</i>	to continue view the completed CA	F form and print a Program Details	сору.	Retur Program Step 2 of 4 Commonweal	n to eCAF Summar	y
Click <b>Confirm</b> <i>Note you can</i>	to continue view the completed CA Commonwealth Assistance Form (CAF	F form and print a Program Details	сору.	Retur Program Step 2 of 4 Commonwealt	n to eCAF Summar Details	y m Previo
Click <b>Confirm</b> Note you can	to continue view the completed CA of 4: CAF Program Description	F form and print a Program Details	COPY.	Retur Program Step 2 of 4 Commonwealt	n to eCAF Summar Details th Assistance For (CAF)	y m previou
Click Confirm Note you can Note you can Step 2 d AF Program TC5	o to continue view the completed CA commonwealth Assistance Form (CAF of 4: CAF Program Description Bachelor of Education Studies	F form and print a Program Details ;) Program Status Active in Program	COPY.	Retur	n to eCAF Summar Details < th Assistance For (CAF) (i) on Studies	y m reviou
Click Confirm Note you can Note you can Inogram Details Complete Arrel P Program TC5 Arrel P Stated TC5 Hyour CAF Type	to continue view the completed CA commonwealth Assistance Form (CAF of 4: CAF Program Description Bachelor of Education Studies type is Commonwealth Supported Place you must complete your CA of FEE-HELP only needs to be completed if you with to apply for a FE	F form and print a Program Details T Program Status Active in Program F Prog	COPY.	Retur Program Step 2 of 4 Commonwealt Bachelor of Education CAF Type CSP	n to eCAF Summar Details th Assistance For (CAF) i on Studies	y m >
Click Confirm Note you can Note you can rogram Details Complete Complete SAF In Program TCS SA-HELP Vot Started Complete Task Vot Started	a to continue view the completed CA Commonwealth Assistance Form (CAF of 4: CAF Program Description Bachelor of Education Studies type is Commonwealth Supported Place you must complete your CA	F form and print a Program Details T T T Program Status Active in Program Af even if you do not want to take out a HECS-HELP L ECHELP Loan. If you with to appy for a FEE-HELP L	COPY.	Retur  Program  Step 2 of 4  Commonwealt  Car Type CSP CAF Status Successful Completic	n to eCAF Summar Details ( th Assistance For (CAF) ( on Studies on	y m >



## Step 3 of 4 Student Services and Amenities (SA – HELP)

Click on the > to complete your SA- HELP.

		_	× Program Details <	
Exit	Program Details		Step 3 of 4	< Previous
Program Details Complete	Student Services and Amenities (SA-HELP) Step 3 of 4: SA-HELP		Student Services and Amenities (SA-HELP)	Confirm
2 CAF	Program Program Description	Prog	6	
> Complete	HJ5 Bachelor of Education Studies	Activ		>
SA-HELP In Progress			Bachelor of Education Studies	
Complete Task			Status Incomplete	
Not Started	For further information on the Student Services and Amenities Fee, please refer to www.studyassist.gov.au			1
			••	
		_	Confirm	

## Scroll down to complete Section C Citizenship/Visa Status, Section D Tax File Number (TFN), Section E Repaying Your Loan and Declarations.

Click **Confirm** to continue.

If any details are incorrect contact Student HQ on 1800 FED UNI (1800 333 864)

Note when using a phone to complete your SAF each section will display as a separate page. See screenshots below.

≮ my Student Centre	SA-HELP	Request for SA-HELP Loan	<b>∧</b> ≡ Ø
Request for SA-HELP Loan SA-HELP is an Australian Government (Government) loan scheme to help eligible students p How to complete this form	ay their student services and amenities fee.	SA-HELP is an Australian Government (Government) loan scheme to help eligible students pay their student services and amenities fee.	A
You must		How to complete this form	
Read the SA-HELP information booklet before completing this eCAF. This booklet contains	s detailed information about:		
<ul> <li>who can get a SA-HELP loan and how it works,</li> </ul>		You must:	
the terms and conditions of the loan, and     an explanation of the words and terms used on this eCAF.     Complete each question. Your form will not be valid unless each question is completed con Charter is of the control from the served data foreserved.	rectly.	<ul> <li>Read the SA-HELP information booklet before completing this eCAF. This booklet contains detailed information about:</li> </ul>	
Submit this eCAF on or before the census date for your unit(s) of study.	and the sumbly short the sudstails and if any of the information on this farm	<ul> <li>who can get a SA-HELP loan and how it works,</li> </ul>	
Note: at FedUni a unit is called a course and a course/course of study/degree is called a pro-	ourd moroughly check mese details and it any of the information on this for	<ul> <li>the terms and conditions of the loan, and</li> </ul>	
Section A: Student Details	gruin.	<ul> <li>an explanation of the words and terms used on this eCAF.</li> </ul>	
Family Name	Tom	<ul> <li>Complete each question. Your form will not be valid unless each question is completed correctly.</li> </ul>	
Given Names	Jerry	<ul> <li>Submit this eCAF on or before the census date for your</li> </ul>	
Date of Birth	04/19/1997	unit(s) of study.	
Gender	Male •	Check all information carefully. Some of the information on this form is pre-populated. You should thoroughly check	
Section B: Provider		these details and if any of the information on this form is incorrect, do not submit.	
Name of Provider	Federation University Australia	Note: at FedUni a unit is called a course and a	
Campus	Bailarat - Mt Helen	course/course of study/degree is called a program.	
Student Identification Number	30363027		
Name of Course of Study	Bachelor of Education Studies		
	Course of Study Code HJ5		
Payment Date	Standard semester Census Dates are 31 March for Semester 1 and 31 Augus		
Section C: Citizenship/Visa Status			
		Previous Confirm	1909
			74508



#### Section A Student Details

#### **Section B Provider**

#### Section C Citizenship/Visa Status

<	SA-HELP =	<	SA-HELP 🗧	<	SA-HELP 🗮
Request for SA Section A: Study Family Name Given Names Date of Birth Gender	-HELP Loan ent Details Brown Jamie Lee 07/29/1996 Male	Request for SA Section B: Prov Name of Provider Campus Student Identification Number Name of Course of Study Payment Date	HELP Loan ider Federation University Australia Ballarat - Mt Helen 30306379 Bachelor of Commerce/Bachelor of Business Course of Study Code BD5 Standard semester Census Dates are 31 March for Semester 2 and 31 August for Semester 2. For additional Census Dates, please visit the Important dates page.	Request for SA-H Section C: Citizen I am an Australian Cit Yes Will you be studying a course in Australia? No	ELP Loan ship/Visa Status tizen at least one unit of study of your
Pi	revious	P	revious	Prev	vious

#### Section D Tax File Number

### SA-HELP < Request for SA-HELP Loan Section D: Tax File Number To be eligible for a SA-HELP loan, you MUST supply your valid TFN or your Certificate of Application for a TFN in this section. By providing your TFN on this eCAF, you are requesting a loan from the Government for the amount of student services and amenities fee outstanding on the data on which the focie neuroble and to use the section. date on which the fee is payable, and to use the amount to pay Federation University Australia on your behalf. pay Federation Oniversity Australia on your behall. Declining to quote your TFN is not an offence. However, you will not be able to get a SA-HELP loan for the amount of your student services and amenities fee that remains unpaid on the date payable unless you give Federation University Australia, on or before that date, either your TFN or the certificate from the ATO stating you have applied for a TFN. To be eligible for a SA-HELP loan, your TFN and personal information provided in this form needs to be verified with the ATO. If, by the date payable, your information is not assessed as correct, your application will not be finalised and you will be ineligible for a SA-HELP loan. The Department and your provider are authorised under the Higher Education Support Act 2003 (the Act) to collect and retain your TFN only for the purpose of reporting details of your SA-HELP loan to the Australian Taxation Office (ATO). Privacy and taxation laws protect your TFN information. There may be severe penalties if these laws are broken. If you want to use a SA-HELP loan to pay for your student services and amenities fee, you must meet the TFN requirements. This is because repayments on your HELP debt are made through the Australian taxation system. system. Note: TENe are usually provided within 28 days of Previous Confirm

#### Section E Repaying Your Loan

	SA-HELP 🚍
Request	for SA-HELP Loan
Section E	:: Repaying Your Loan
By submitti	ng this eCAF, you are declaring that you agree
to the follow	wing statements:
You reque	st that:
• the Gove	ernment lends you the amount of the fee
outstand pays the behalf.	ling on the date on which the fee is payable and outstanding amount to your provider on your
You under	stand that:
<ul> <li>you have</li></ul>	e an obligation to repay to the ATO the amount
that the	Government has loaned you, even if you do not
complete	e your studies.
<ul> <li>your HE Act.</li> </ul>	LP debt will be indexed annually in line with the
<ul> <li>you are</li></ul>	able to cancel this request, in writing, at any
time, wit	h Federation University Australia and it will no
longer a	pply from that time. However, this must be done
by the co	ensus date otherwise you will have a debt to the
Governn	nent that you are legally required to repay.
You must s system ond compulsory indexed an Australian t repayments these repay the compul your whole	tart repaying your HELP debt through the tax 2e your income is above a certain level (the repayment threshold). The threshold is nually. Repayments made through the taxation system are called 'compulsory 5. In accordance with Chapter 4 of the Act, yments will continue while your income is above isory repayment threshold until you have repaid debt, even if you have not completed your 4 comprehence of where you live

HELP debts are managed by the ATO. You can view your

Confirm

Previous

#### **Declarations**

Declarations	
ou declare that:	
I have read the S aware of my oblig assistance	A-HELP information booklet and I am lations if I receive SA-HELP
No	
I declare that all th complete and corr verify this if requir	he information on this eCAF is rect and I can produce documents to red.
No	
I understand that changes, I must n	if my eligibility for a SA-HELP loan otify Federation University Australia.
No	
By submitting this	eCAF you understand that:
<ul> <li>The Department of department) coller TFN, in accordan- Principles for the assistance, inclusion</li> </ul>	of Education and Training (the cts your information, including your ce with the Australian Privacy purpose of administering Government ing verifiving elicibility for a CSP and

HELP debt recovery under the Higher Education Support Act 2003 (the Act). The department also collects your personal information for the purpose of

> Previous Submit



#### Click on the Return to SA-HELP Summary to continue the checklist.

SA-HELP       SA-HELP         Support for SA-HELP Loan       Your form was successfully submitted on 7107/2018.         The support for SA-HELP Summary button below.       To view or print a copy of your submitted form, please select the Return to SA-HELP Summary button below.	Image: specific production       SA-HELP Loan         Submitting for SA-HELP Loan       Submitting for production of 2407/2018.         Image: specific production of 2407/2018.       To view or print a copy of your submitting form, piease select the Return to SA-HELP Summary button below.         Return to SA-HELP Summary       To view or print a copy of your submitting form, piease select the Return to SA-HELP Summary button below.	Image: second construction       SAHELP       Your form was successfully suit         Request for SA-HELP Loan       To view or print a copy of your select the Return to SA-HELP Summary button below.         Return to SA-HELP Summary       To view or print a copy of your select the Return to SA-HELP Summary button below.			SA-HELP
try student Centre     SA-HELP     Your form was successfully submitted on 17/07/2018.     To view or print a copy of your submitted form, please     select the Return to SA-HELP Summary button below.     Return to SA-HELP Summary     button below.     Return to SA-HELP Summary     button below.     Return to SA-HELP Summary     button below.     Return to SA-HELP Summary     button below.     Return to SA-HELP Summary     button below.     Return to SA-HELP Summary     button below.     Return to SA-HELP Summary     button below.	Key Student Centre         SA.HELP         Your form was successfully submitted on 7107/2018.           Request for SA.HELP Loan         To view or print a copy of your submitted form, please select the Return to SA.HELP Summary button below.         To view or print a copy of your submitted form, please select the Return to SA.HELP Summary button below.	K         my Student Centre         SA-HELP         Your form was successfully su           Request for SA-HELP Loan         To view or print a copy of your select the Return to SA-HELP Summary button below.         To view or print a copy of your select the Return to SA-HELP Summary button below.         To view or print a copy of your select the Return to SA-HELP Summary button below.			Request for SA-HELP Loan
Request for SA-HELP Loan       To view or print a copy of your submitted form, please select the Return to SA-HELP Summary button below.         Return to SA-HELP Summary       To view or print a copy of your submitted form, please select the Return to SA-HELP Summary button below.	Request for SA-HELP Loan       To view or print a copy of your submitted form, please select the Return to SA-HELP Summary button below.         Return to SA-HELP Summary       To view or print a copy of your submitted form, please select the Return to SA-HELP Summary button below.	Request for SA-HELP Loan       To view or print a copy of your select the Return to SA-HELP Summary button below.         Return to SA-HELP Summary       Return to SA-HELP Summary	K my Student Centre	SA-HELP	Your form was successfully submitted on 17/07/2018.
Return to SA-HELP Summary	Return to SA-HELP Summary	Return to SA-HELP Summary	Request for SA-HELP Loan		To view or print a copy of your submitted form, please select the <b>Return to SA-HELP Summary</b> button below.
Return to SA-HELP Summary	Return to SA-HELP Summary	Return to SA-H	Return to SA-HELP Summary Return to SA-HELP Summary		
					Return to SA-HELP Summary

#### Click Confirm to continue.

× Exit		Program D	
		Step 3 of 4	
1 Program Details Complete	Student Services and Amenities (SA-HEL Step 3 of 4: SA-HELP	P) Student Services and Amenities (SA-HELP)	Confirm
2 CAF	Program Program Description	() Status	
	HJ5 Bachelor of Education Studies	iul	>
3 SA-HELP In Progress		Bachelor of Education Studies	
4 Complete Task Not Started	For further information on the Student Services and Amenities Fee, please refer to www.studyas	Status Successful /	
		<b>H</b>	
		Confirm	



## Step 4 of 4: Complete Task

At your last stage, you can go back to check your details and questions by clicking < **Previous** button or by selecting the < button or expand icon on your phone. *Note you are unable to change any of your details, if you need to change your details please contact Student HQ 1800 FED UNI (1800 333 864)* 

xit		Program X Program Details < Submit \Xi 💎 (Previous	Subn
rogram Details omplete AF omplete AHELP omplete Task Progress	Task to complete your checklist.	Step 4 of 4 Complete Task Please select the Submit button to complete your checklist.	

You can enrol into classes once enrolment has opened. View the FedUni Opening of Enrolment dates on the Enrolment webpage.

https://federation.edu.au/current-students/starting-at-feduni/enrolment

We have simplified the way we enrol and schedule at Federation.

Enrol into your courses. We will then prepare the timetable, and you will build your schedule in January in our new class allocation system, <u>mySchedule</u>.