TAFE NSW Enrolment Information 2013

Changes to Courses

- run or withdraw any course
- hold a course at a College other than that advertised
- alter the times or dates for the whole or any part of the course.

If any of these course changes become necessary, you will be advised of the changes and the alternative arrangements that may be available for you to complete your course.

Payment of the TAFE NSW fee

Your enrolment is not complete and you are not entitled to attend class until you have paid either the TAFE NSW fee, a Concession fee or have been exempted from the TAFE NSW fee.

TAFE NSW has a policy of cashless enrolment at all times and will NOT accept cash as a means of paying fees or any other enrolment-related charges. You may pay by EFTPOS, credit card (Visa or MasterCard), cheque or money order payable to TAFE NSW.

If your course runs for more than one semester you may have the option to pay your TAFE NSW fee in two equal instalments. The first payment is due when you enrol. You will be notified that your second instalment is required by 31 May 2013.

Students who receive a Commonwealth benefit or allowance may be eligible to pay a Concession fee of $100 per course enrolment per annum, rather than the full TAFE NSW fee. Australian Aboriginal or Torres Strait Islander students are exempt from paying the TAFE NSW fee.

Students in receipt of a Disability Support Pension or students with a disability (clients of a Teacher/Consultant) are entitled to one full-fee exemption from the TAFE NSW fee for one course per year, and are eligible for the $100 Concession fee for subsequent enrolments in that year. The Concession fee is not payable by instamts.

Apprentices and trainees must provide proof of your apprenticeship/traineeship to be eligible for the capped fee of $478.

For information on the TAFE NSW fee, fee exemption or Concession fee which applies to you, refer to the TAFE NSW website www.tafensw.edu.au or contact your college of enrolment.

Refund of the TAFE NSW fee

A refund of all or part of the TAFE NSW fee may be given in the following exceptional circumstances:

- You have overpaid the TAFE NSW fee or Concession fee
- You enrolled in a course that has been cancelled by the college or Institute
- You have paid the full TAFE NSW fee but now receive Youth Allowance or Austudy commencing within two weeks of the date of enrolment or the date of first attendance or participation
- You are offered and accept a place in a course at university or at the same/another TAFE NSW college within the first three teaching weeks.
- You enrol in a course only to repeat a failed unit/module but are then granted a pass in that unit/module by an Assessment Review Committee
- You formally advise the college, before classes commence and with no attendance or no participation in training, that you are withdrawing from the course, this is applicable to both semesters
- The college delegate is of the opinion that you would be unreasonably disadvantaged if you were not granted a refund, for example, if you meet with a serious misadventure and you were unable to continue your enrolment.
- Apprentice or trainees who have paid the full TAFE NSW fee and subsequently provided the college formal evidence of their apprenticeship/traineeship can be refunded the balance of the recalculated payment for Certificate III, IV and Diploma only.

Behind in paying your TAFE NSW fee, Concession fee or other fees and charges?

If you have outstanding fees or charges in the current year, or previous years, you will not receive a Testamur, Transcript of Academic Record, Record of Successful Study, Statement of Competencies Achieved or Report to Employer.

Temporary Visa Holders

Temporary visa holders and international students enrolled in TAFE NSW are subject to specific conditions. For further information contact the Temporary Visa Holders Officer at the TAFE NSW college.

Disability Services

If you would like information about disability support and services please contact a Disability Teacher Consultant. Contact details are available at your college of enrolment.

TAFE NSW Credit Transfer

If you have successfully completed the SAME or an EQUIVALENT unit to one that is in your current course, the result from your previous study will be TRANSFERRED to your current course and included on your TAFE NSW Transcript of Academic Record. Your Head Teacher/Teacher can advise you of the units for which grades will transfer. There may be some cases where it is not possible to transfer a grade. In these cases, your TAFE NSW Transcript of Academic Record will indicate that the unit has been achieved by advanced standing.

TAFEcard

TAFEcard is a compulsory form of identification at TAFE NSW. Your enrolment is not complete until you have your TAFEcard photograph taken. Please keep your TAFEcard as it can be reactivated if you decide to re-enrol.

Student Association

The annual Student Association membership fee funds facilities and services that improve the educational environment of a college. For more information, contact the College Administration Office, a Student Association or visit http://www.studentassociations.info/

Online Communication Services – Acceptable Usage

Student must abide by the Department of Education and Communities (DEC) policies when using the Internet and email services. https://www.det.nsw.edu.au/policiesinter/category.do?level=TAFE

If you are under 18 years of age you are required to take home an Under 18 Information Brochure for your parent or guardian to read. This is available online: http://www.schools.nsw.edu.au/media/downloads/schoolsweb/adminsupport/schtechnologies/internet/sibe_infoSheet.pdf

Management of Risk of Harm to Student and Staff

TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the College Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class.

For these purposes ‘violence’ is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and well being of others such as:

- actual violence to any person
- possession of or use of a weapon or any item with the intention to cause harm or injury to others
- threats of violence or intimidation of others
- suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student’s needs and maximise your success in your studies.

Student Privacy

Information collected by the New South Wales TAFE Commission during a student’s enrolment and attendance will be used for the purposes of general student administration, identification, communication, student and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veteran’s Affairs, the Department of Education and Communities, Employment and Workplace Relations, the Department of Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER). In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority). While the provision of the information requested on this student enrolment is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW college administration or by using TAFE NSW Student e-Services.