Important Requirements for Online Registrants

Username and Password
When you register online you will be asked to logon with your student username and password, if you have been issued these during a previous or current enrolment in TAFE NSW. It is important to use your username and password when registering or enrolling (paying) online. This will save you time and enable your new registration to be consolidated with your previous and current details.

If you remember your Username but not your Password and have already set up a secret question and answer, go to Student eServices to reset your password. This will allow your details to be consolidated which will enable:

- Your continuous access to online study documents and student email account (if you have these)
- Your previous studies to be counted towards your current enrolment

Some registrants may be required to provide additional information and documents, for example:

- Applicants for concessions/exemptions/fee waivers
- Temporary visa holders
- Apprentices and trainees (Apprentices and trainees must provide proof of their apprenticeship or traineeship)

TAFE NSW Fee Concessions and Exemptions
After registering online, to apply for a TAFE NSW fee concession or exemption you must attend a college to complete an Exemption or Concession Application Form and supply documentary evidence supporting your application.

Temporary Visa Holders
After registering online Temporary Visa Holders must contact the College Coordinator to determine eligibility to study and obtain details of fees and conditions that may apply. TAFE NSW will conduct an audit of residency status following enrolment.

Young people who wish to leave school
If you are under 17 years of age and have not completed Year 10 or equivalent by the time classes commence, you must speak with your school to enable your suitability to study in an adult learning environment to be assessed. For further information visit Early school leavers

Confirmation of online enrolment/registration
Completing your enrolment online will secure your place and you will not need to attend the college in person on the dedicated enrolment day/s. Your place in a course is not secure until the fee/s for the course are paid or your fee concession/exemption application has been approved and processed. Other registrants, who register after you, may secure their place in the course before you, by paying the fee/s.

For selected courses you will need to register your interest online and your registration will need to be assessed and accepted before you can be offered a place. Registering your interest for a course in not an enrolment. Your online registration is complete after you have entered your name, date of birth, gender, residential and postal address, phone and email contact details and your answers to the statistical questions.

When you enrol/register online, and provided you have entered an email address, you will be sent an email with your Username and Password details. If you receive an offer to enrol in the course, you will need these details to accept your offer online and also to access online study resources.

Need assistance?
If you need assistance to register or enrol (pay) online contact the college, or phone 131 674 or email nsi.study@tafensw.edu.au

If you cannot pay the fee/s online using a Visa or Mastercard please contact or visit the college to make alternative arrangements. **Cash is not accepted by TAFE NSW.** Payments can be made by EFTPOS, Cheque or Money Order (payable to TAFE NSW – Northern Sydney Institute).

If you choose to pay using BPAY or at an Australian Post Office please note that these payment methods can take a couple of days before they are received by the college. It is possible that all places in a course may be filled before your payment is received. If you choose to pay at Australia Post please allow 3 working days to receive your Fee Notification by post.