TAFE NSW Enrolment Information

Changes to Courses
TAFE NSW endeavours to provide courses in accordance with details contained in your offer letter. However, TAFE NSW reserves the right to:

- run or withdraw any course
- hold a course at a Campus 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 in advance, where possible, of the changes and the alternative arrangements which 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 exempt 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, Visa card, MasterCard, cheque or money order payable to TAFE NSW. If your course runs for more than one semester you will have the option to pay your TAFE NSW fee in two equal instalments. The first payment is due when you enrol. The second payment is required by 31 May 2012.

Students who receive a Commonwealth benefit or allowance may be eligible to pay a Concession fee of $53 per course enrolment per annum, rather than the full TAFE NSW fee. Aboriginal or Torres Strait Islander students are exempt from paying the TAFE NSW fee.

Students in receipt of the Disability Support Pension and students with a disability are entitled to one full-fee exemption for one TAFE NSW course per year. The Concession fee applies for subsequent enrolments in that year. The Concession fee is not payable by instalments.

Apprentices and trainees must provide proof of their status as an apprentice or trainee at the time of payment.

For information on the TAFE NSW fee which applies to you, fee exemption or the Concession fee refer to the TAFE NSW website www.tafensw.edu.au or contact your campus 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.
- You enrolled in a course that has been cancelled by the campus 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 at class (you will be eligible for the Concession fee).
- You are offered and accept a place in a course at university or at the same/another TAFE NSW campus 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 campus, before classes commence and with no attendance, that you are withdrawing from the course.
- You made a full-year payment and withdrew with no attendance in Semester Two. You may be eligible for a refund of the Semester Two TAFE NSW fee.
- The campus 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.

Behind in paying your TAFE NSW fee, the Concession fee or other fees or 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 local TAFE NSW campus.

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

TAFE NSW Credit Transfer
If you have successfully completed exactly the SAME or EQUIVALENT unit(s) of competency/module(s) in your current course, the result from your previous study is TRANSFERRED to your current course and included on your TAFE NSW Transcript of Academic Record. Your Head Teacher/Teacher can advise you of the modules in which your results will transfer. There may be some unit(s) of competency/module(s) where it is NOT possible to transfer your result. Instead your TAFE NSW Transcript of Academic Record will indicate that the unit of competency/module has been achieved by ADVANCED STANDING.

TAFEcard
TAFE NSW issues a TAFEcard to enrolled students for use as a compulsory form of identification. Your enrolment is not complete until you have your TAFEcard photograph taken. You may need to show proof of identity at this time.

NOTE: Please keep your TAFEcard as it can be re-activated 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 campus. For more information, contact the Campus Administration Office, a Student Association or visit http://www.studentassociations.info/

Secure Internet Access and Email
Students must abide by the Department of Education and Training’s (DET) policies when using the DET Internet and email services. Parents or Guardians of students aged under 18 years will need to inform the student’s campus in writing if they do not want their child to have access to the NSW DET Internet and email facility. There is an Under 18 Information Brochure for your parent or guardians to read. This is available online: http://www.schools.nsw.edu.au/media/downloads/schoolsweb/adminsupport/schtechnologies/internet/site_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 potential risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Campus 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:

- threats of violence or intimidation of others
- 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
- 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 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
The NSW TAFE Commission (having its principal office located at Level 2, 35 Bridge Street Sydney NSW 2000) collects personal information concerning students during their enrolment at TAFE NSW including, but not limited to, their attendance, participation, and academic progress. The information collected by TAFE NSW throughout a student’s enrolment (collectively “the information”) will be used by TAFE NSW or other authorised organisations for the purposes of general student administration, identification, communication, state and national reporting, program monitoring and evaluation.

Student information will be held securely and disposed of securely when no longer needed. The information may be disclosed to Centrelinks, the Department of Veteran’s Affairs, 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) and/or an agency authorised to undertake surveys. 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). Statewide and regional statistics derived from information provided by all students will also be provided to the Commonwealth.

While the provision of this information is not mandatory under legislation, it is a requirement of TAFE NSW that this information be provided in order for your enrolment to be accepted. This is to assist TAFE NSW in recording enrolments for certain target groups for which funding is provided for student services. Without that funding, TAFE NSW would be unable to continue providing training and services at current levels.

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