



## Get ready to enrol!

This is a checklist to get you ready to enrol. Please tick all five boxes **before** starting on the online form at this link: <https://www.southmetrotafe.wa.edu.au/forms/get-ready-enrol>

Please allow 10 - 15 minutes to complete all the fields in the online form. We recommend you gather the paperwork before you begin.

### 1 Register for a Unique Student Identifier (USI)

- Visit [usi.gov.au](https://usi.gov.au) to apply or retrieve your USI.

South Metropolitan TAFE will not be able to enrol you without a USI. You can retrieve your USI from the USI registry or create one. It is also a good idea to give us permission to access your USI record for future enrolments as this may streamline credit for past study into your study plan. For more information visit <https://www.southmetrotafe.wa.edu.au/futurestudents/uniquelstudentidentifier>

### 2 Proof of Australian residency or entitlement to study at TAFE

- To accept a State Government funded place at South Metropolitan TAFE, you need to prove you have the right to study. You must have one of the following documents to provide when enrolling:

- Green Medicare card; or
- Australian Passport; or
- Holders of a sub-class 309, 444, 785, 790, 820 or 826 visas; or
- Secondary holders of a temporary visa of sub-class 457; or
- Holders of a Bridging Visa E (subclasses 050 and 051) where the visa holder has made a valid application for a visa of subclass 785 or 790.

If you live outside Western Australia, we recommend you apply to your local training provider to study.

### 3 Proof of Concession or age card

- To be eligible for concession rates if available on your course, you need to prove you are a concession cardholder that is older than school-aged, or, if you are school-aged and have left school, you will need to show both proof of age evidence and proof of having left school.

The various ways to prove this are:

- Healthcare card with your name printed on it; or
- Proof of age card, for 15 to 24-year olds

### 4 Have your TAS number handy

- This is the number on your offer letter. It may look like this:

**TA3330000-21-1**

### 5 Plan how you will pay for your fees

- See overleaf for payment options and links to payment plan and VET Student Loan forms. You will need to process your application for a payment plan or a VET Student Loan before you finalise your enrolment with us.

## Payment options

To finalise your enrolment, you need to arrange to pay for your course fees. At South Metropolitan TAFE, we have many options to suit all budgets.

Fee concessions may be available for eligible courses however; proof of eligibility is required at time of enrolment. See our evidence requirements page overleaf for help with concession evidence.

[View the current indicative fee list](#)

### A. Pay in full by credit card

This is the easiest way to pay. When you call to finalise your enrolment, have your credit card details handy to quote to our enrolment officer. Note, full payment is required if paying by credit card. We only accept MasterCard or Visa card.

### B. Pay in instalments using a payment plan

A payment plan allows you to pay for your course in either weekly or fortnightly instalments over the duration of your course.

You can download the payment plan form [here](#). Please ensure it is the account holder that signs the payment plan, if not your account.

Your payment plan will **NOT** be activated, and no payment will be taken until we finalise your enrolment and take a \$100 deposit. If paying by direct debit you can nominate the start date of your payment plan for any date from when you finalise your enrolment to the first week of Semester.

For more information about our payment plan please go to our website.

<https://www.southmetrotafe.wa.edu.au/paymentplans>

### C. Pay by applying for a VET Student Loan

Eligible Diploma/ Advanced Diploma students will be entitled to apply for a VET Student Loan.

For more information and links to begin your application, visit

<https://www.southmetrotafe.wa.edu.au/futurestudents/studentloans>

Comprehensive information on VET Student Loans can be found on the Australian Government website <https://www.employment.gov.au/vet-student-loans>

## Need more information?

Phone: 1800 001 001

Email: [enrolments@smtafe.wa.edu.au](mailto:enrolments@smtafe.wa.edu.au)

Website: [www.southmetrotafe.wa.edu.au](http://www.southmetrotafe.wa.edu.au)