

By enrolling in a course provided by South Metropolitan TAFE, students agree to the following conditions of enrolment and agree to abide by all South Metropolitan TAFE by-laws, which are detailed in the *Student Code of Conduct*. The Student Code of Conduct is a set of guidelines that outlines what is required of students with regards to academic integrity and behaviour, what constitutes misconduct and the sanctions that can be imposed. These documents can be found on the College website [www.southmetrotafe.wa.edu.au](http://www.southmetrotafe.wa.edu.au)

## Provision of information

I understand that I am required to obtain a Unique Student Identifier (USI) from [usi.gov.au](http://usi.gov.au) and provide this to SM TAFE. I understand that I may be refused enrolment if I do not provide my USI. In the event that my USI is not provided, invalid or incomplete, I give South Metropolitan TAFE permission to search for my USI in the registry or to create a USI on my behalf if I do not have one, using the personal information that I have provided at enrolment. I will provide statistical information as requested as part of my enrolment and understand that should I not provide this information; my enrolment may be cancelled. I will keep my personal information up to date while I have an active course enrolment and retain a valid email address through which SM TAFE will communicate with me. I will also ensure that my postal address is up to date throughout the duration of my enrolment with SM TAFE.

## Fee types

I understand that State funded places are only available to Australian Citizens, permanent residents and holders of select visa subclasses. I understand that non-residents must pay commercial rates and student visa holders must apply for admission to courses at SM TAFE through TAFE International WA (TIWA).

## Payment of Fees

I understand that I am required to pay my fees in full at the time of enrolment OR enter into a payment plan arrangement OR commit to a VET Student Loan (only available on selected qualifications at Diploma level) OR have an employer or third party pay my fees. I acknowledge that full details on payment options are available on the College website.

## Defaulting in fee payments

I understand that my access to SM TAFE resources, services and facilities may be cancelled if I default in fee payments in the following circumstances unless I have contacted our Customer Service Centre to renegotiate an alternative arrangement.

- 1. Payment plans defaulting:** If I do not have sufficient funds to pay the agreed instalments on the due date, or
- 2. VET Student Loan application declined:** If I have exhausted my VSL balance or if I did not meet the VSL requirements for my loan to be approved (I understand SM TAFE will advise if this was the case); or
- 3. Employer or third-party defaulting:** If for any reason my employer/third-party does not pay my outstanding fees, I will remain liable and will not be issued a qualification until my debt is settled.

I understand that failure to repay or renegotiate an alternative payment may lead to my debt being referred to a debt collection agency and the cancellation of my enrolment. I also understand that I will not be able to re-enrol at SM TAFE for any study or courses, in the future until all and any outstanding debt is repaid.

## Census dates and official withdrawal

Census dates occur when you have reached 20% of study for your unit or course enrolment - these dates are printed on your enrolment Tax Invoice. The census dates are the final

dates that you must withdraw by in order to be assessed for a refund as per the VET Fees and Charges Policy. You must formally withdraw from the unit or course to be assessed for a refund. All SM TAFE Customer Services Centres have withdrawal forms and can assist you with the process of withdrawal. **Non-attendance is not a withdrawal.**

**Prior to withdrawing, SM TAFE encourages you to speak with your lecturer or Customer Service staff to ensure that withdrawal is the right option for you. We have a range of support services to assist you during your studies.**

I understand that I must review my enrolment and be aware of the census date/s for my unit/s. If I choose not to continue with my studies, I understand that I must formally withdraw (in writing or in person) at a Customer Service Centre. If I do not officially withdraw, I will still be liable for full payment of outstanding fees. Until I withdraw from the unit/course, I understand that my enrolment remains active and I will receive a **Not Competent** result if I do not formally withdraw. *\*Please note: the discretionary fee is non-refundable.*

## Discontinued Students

I understand that if I have ceased to participate in classes, learning activities and/or assessments relating to the VET unit of study and have not officially withdrawn, I will be withdrawn by the College at the conclusion of the unit of study and will be liable for the full payment of any outstanding fees.

## Refunds

I understand that I am entitled to a full refund if a course or unit is cancelled or rescheduled to a time unsuitable to me OR if I am not given a place due to maximum number of places being reached OR SM TAFE cancels my class(s) due to insufficient student numbers enrolled OR other circumstances as determined by SM TAFE.

I understand that if I withdraw formally on or before the census date of my unit(s), I am entitled to receive a full refund of the course (tuition) fee for the unit/s and:

- 50% refund of the resource fee if the unit(s) are Certificate I to IV level course; or
- A full refund of the resource fee if the unit(s) are a Diploma or Advanced Diploma level course.

If entitled to a refund, payments already made will be reimbursed or the corresponding debt will be remitted if on VET Student Loans. No incidental fees are refunded.

I understand that full refunds may not be available if I change my mind after enrolling.

**Important: please review your enrolment and be aware of the census date for your unit/s.**

**Commercial courses are not refundable once classes have commenced. Refunds will not be granted after census dates have passed\*.**

*Note: Discretionary and RPL interview fees are non-refundable.  
\*Special circumstances may be considered - these would be instances of severe illness or severe circumstances outside student's control that prevented them from continuing their studies (evidence of this MUST be provided and a Special Circumstances Form completed).*

## Concessions

I understand that if I am unable to present proof of concession at the time of enrolment, I must pay full fees. I understand that I can

claim a refund to adjust my tuition fees to the concessional rate if proof of eligibility for concession can be demonstrated before I complete my semester or before my units are resulted, whichever is sooner. I understand that even though I am on a concession, I will still be required to pay full resource, incidental and discretionary fees. If my concession is valid for the full enrolment period, then all eligible units commenced within that period attract the concession rate.

**For information on accepted Concession types please visit a Customer Service Centre on campus or visit South Metropolitan TAFE website.**

*Note: Foundation skills, Diploma, Advanced Diploma courses and existing worker traineeships do not attract a concessional rate.*

## Minors

I understand that if I am under 18 years old at the time of enrolling and if I am planning to set up a Fees Payment Agreement (instalment plan) or sign up for a VET Student Loan, I must be accompanied by my parent or an adult guardian. I understand that my parent or an adult guardian must be able to provide evidence of our relationship (for example, their name is on my birth certificate or my name is on their Medicare card).

## Academic Results

Once enrolled, I agree to access my student results via the Student Portal and understand that results will not be given over the phone. I acknowledge that if I have enrolled in assessable units or examinable subjects and do not complete the assessment requirements, I will receive a **Not Competent** result. I acknowledge that if I am an Apprentice or Trainee, my employer will be provided with information on my results.

## Awards

I understand that my Statements of Attainment and Qualifications will be withheld until a valid USI has been provided to SM TAFE.

## Admission Refusal

I acknowledge that if I have not paid my course fees in full or have breached the Student Code of Conduct that I may not be permitted to re-enrol in further units of study.

## Academic Appeals

I understand that I may appeal an assessment result if I believe the outcome is incorrect. I acknowledge that appeals must be lodged within four weeks (20 working days) of the date of the notification of the assessment result and that requests for appeal must be lodged in via the VET Academic Appeal Form available on the College website.

## Privacy Notice and Student Declaration

I understand that my personal information (including the personal information contained on this enrolment form), and training activity data may be used or disclosed by South Metropolitan TAFE for statistical, administrative, regulatory and research purposes.

South Metropolitan TAFE is required to pass on student information to third parties under circumstances as outlined below:

- Guardians of students under 18 years of age;
- Police – if a student is alleged to have committed a criminal offence;
- School - if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employers of apprentices and trainees - if you are enrolled in training paid by your employer, regarding progress and attendance;

- Commonwealth and State or Territory government departments and authorised agencies (such as Centrelink);
- National Centre for Vocational Education Research Ltd (NCVER);
- Other RTOs to which a student has transferred where the information is necessary for the enrolment of the student.

**Under the Data Provision Requirements 2012, South Metropolitan TAFE is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).**

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I understand that I may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. I understand that I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## By enrolling at South Metropolitan TAFE, I agree that I:

1. have read and understood these obligations and conditions governing my enrolment at South Metropolitan TAFE; and certify that all information provided is true and accurate; and agree to abide by the above conditions, the college's By-laws, policies and the Student Code of Conduct;
2. declare that the information I have provided to the best of my knowledge is true and correct. I understand it is an offence to give incorrect residency, identity or USI details to access a State funded place;
3. declare that I am aware that it is unlawful to provide fraudulent academic records, with an intent to gain enrolment into SM TAFE and I understand that appropriate disciplinary action may be taken by SM TAFE or the WA Police;
4. consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above;
5. have read the information on the South Metropolitan TAFE website regarding refunds and understand the refund policy. I acknowledge that, subject to the Refund Policy, if I am on a payment plan that I may be liable for unpaid fees even if I withdraw; and
6. grant permission for South Metropolitan TAFE to use testimonials, photos, videos, etc in which I appear for the purpose of printed and online marketing communications.