



Terms and Conditions of Enrolment

Legal Obligations and Student Code of Conduct

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 behavior, what constitutes misconduct and the sanctions that can be imposed. These documents can be found on the College website www.southmetrotafe.wa.edu.au

Provision of information

I will obtain a Unique Student Identifier (USI) from usi.gov.au and provide this to SM TAFE and understand that if I do not provide this I may be refused enrolment. I will provide statistical information as requested as part of my enrolment and understand that should I not provide this information that my enrolment may be cancelled. I will keep my personal information up to date while I have an active course enrolment and retain a current email address through which SM TAFE will communicate with me.

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). Full details on payment options are available on the College website.

If I have entered into a payment plan, which is a legally binding agreement with SM TAFE, I am required to have sufficient funds to pay the agreed instalments on the due date. Defaulting on my instalments/payments may result in sanctions being imposed. Arrangements must be made to pay outstanding instalments to avoid access to SM TAFE services and facilities being cancelled. I understand that should I continue to default on my scheduled payments and have not made contact with the Customer Service Centre to negotiate an alternative arrangement the matter will be referred to a debt collection agency and may lead to the cancellation of my enrolment.

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. Non-attendance is not a withdrawal.

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.*

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.

Discontinued Students

Students who have ceased to participate in classes, learning activities and/or assessments relating to the VET unit of study and have not officially withdrawn will be withdrawn at the conclusion of the unit of study and will be liable for the full payment of outstanding fees.

Refunds

A **full refund** for tuition and resource fees will ONLY be granted if:

- A course or qualification is cancelled or re-scheduled to a time unsuitable to me; or
- I am not given a place due to maximum number of places being reached
- I am enrolled in a Diploma or Advanced Diploma level course and I have officially withdrawn **ON** or **BEFORE** my census dates

A **part refund** (100% tuition but only 50% resource fees) will be granted for Certificate I - IV qualifications if:

- I withdraw **ON** or **BEFORE** my census dates

No refund* will be granted if:

- I withdraw **AFTER** census dates, or
- I have enrolled in a Full Fee Paying, Commercial or Short Course.

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

Students who are unable to present proof of concession at the time of enrolment, must pay full fees. Students can claim a refund to adjust their tuition fees to the concessional rate if proof of eligibility for concession can be demonstrated before they complete their semester. Students who are on concession will still be required to pay full resource, incidental and discretionary fees. If the 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

If you are under 18 years old at the time of enrolling and are planning to set up a Fees Payment Agreement (instalment plan) or sign up for a VET Student Loan, you must be accompanied by your parent or an adult guardian. Your parent or an adult guardian must be able to provide evidence of your relationship (for example, their name on your birth certificate or your name on their Medicare card).

Results

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 can access my results.

Awards

Statements of Attainment and Qualifications will be withheld until a valid USI has been provided to the College.

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 may appeal an assessment result if I believe the outcome is incorrect. Appeals must be lodged within four weeks (20 working days) of the date of the notification of the assessment result. 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.

You 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. Please note you 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).

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 your 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. consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above;
4. 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
5. 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.