

YOUR APPLICATION AND ENROLMENT AT GOTAFE

Application

Each student must apply to undertake a qualification at GOTAFE by completing one of the following:

- an expression of interest form or
- application form or
- visit one of our Customer Services Centres or
- apply online <http://www.gotafe.vic.edu.au/>

Your Course Coordinator will offer Skills Recognition to you and explain the process to you prior to beginning the training of the course. Skills Recognition is formal recognition for skills and knowledge that have been obtained through work history, previous study and life experiences.

It is important to remember that this is an 'assessment only' process there will be no training involved. However, candidates may choose to complete further training as a result of the assessment process.

Skills Recognition can also occur as Credit Transfers. Credit Transfers are applied where an individual's prior education results are directly transferred as credit in a new course.

If you consider that you may be competent in some of the units of competence you are enrolling into, discuss the Skills Recognition process with your Course Coordinator.

Course selection process

The Course Coordinator will undertake a Course Selection Process to approve students for entry into the course. All students are required to participate in a Pre-training review. This process supports an individual's proposed training to:

- enable them to obtain the required skills to make them job ready
- assist them to undertake further education and/or
- enable access to training for all learners.

The pre-training review process ensures that the qualification chosen is both suitable and the most suitable option for the student and that the proposed learning strategies and materials are appropriate. This may involve testing or interviews, or both, to determine an applicant's suitability for training, credit transfers and/or skills recognition.

At interview, you may be provided the following documents to complete:

- Enrolment Form
- Evidence of Eligibility and Student Declaration form

You may wish to bring to your interview:

- Prior qualifications and/or results for Credit Transfers approval
- Your Unique Student Identifier Number

And if applicable one of the below:

- Health Care Card
- Pensioner Concession Card
- Veterans Gold Card

Course offers

After you have undergone the Course Selection process you will be advised of the selection outcome.

If successful, you will receive the following in an Induction/Enrolment pack:

- Indicative Course Statement of Fees
- Enrolment Form (if not already completed)
- Evidence of Eligibility and Student Declaration Form
- Student Fees and Charges brochure

If unsuccessful you will receive:

- Information pertaining alternative options for pathway study to assist you in working towards your preferred course option.

Accepting your offer

To accept your offer you will need to do the following:

- Return a completed copy of your Enrolment Form
- Return a copy of your completed Evidence of Student Eligibility and Student Declaration Form with supporting evidence.
- Attach a certified copy of your Concession Card (If applicable) or present at the Customer Service Centre with your original Concession Card
- Attach certified copies of Prior qualifications / Results for Credit Transfers
- Third party authority to pay fees e.g. purchase order, authority to invoice (if applicable)
- completed Deferred Payment Plan form (if applicable)

Eligibility for Government subsidised tuition

Each student's eligibility for government subsidised tuition will be assessed at this stage based on the above information. It is within your best interest to ensure all the details requested above have been provided to ensure that eligibility and your indicative fees are calculated as accurately as possible.

Fees will differ depending on whether you are eligible or ineligible for a Government Subsidised place.

Please turnover for information regarding the Eligibility Criteria.

Tax invoice and payment details

Once your Enrolment has been processed, you will receive :

- A Tax Invoice detailing your fees and payment terms
- Student payment plan Schedule for your records. (If applicable)

Please note: Only approved Diploma and and Advanced Diploma courses are eligible for a VET Student Loan and there are specific criteria students must meet to be eligible for a loan through the VET Student Loans scheme. Speak to a Customer Services Officer for more information.

Enrolment payment session

You may be invited to attend an Enrolment Payment Session

Please note: Enrolment is not confirmed until fees are paid or a payment plan has been arranged. Students will not be granted Statements of Results, Certificates or Awards until all fees are finalised and a Unique Student Identifier has been supplied.

Below is a guide of what to bring to your Enrolment Session:

- Completed copy of your enrolment form- if you have not already supplied it to GOTAFE
- Proof of Identity, as per the Evidence of Eligibility and Student Declaration- if you haven't already supplied GOTAFE with certified photocopies.
- Your original Health Care Card- if you haven't already supplied GOTAFE with certified photocopies.
- Application for Deferred Payment Plan form (if applicable)
- Your Unique Student Identifier (USI)
- Your payment option/preference (see below)

GOTAFE has the following payment options available:

- Cash
- Cheque
- Credit Card / Eftpos
- Bank Transfer
- Deferred Payment Plan

ARE YOU ELIGIBLE FOR THE VICTORIAN GOVERNMENT TRAINING GUARANTEE?

The below flowchart should help you understand the criteria related to eligibility of accessing Government Subsidised Tuition.

