TAFE NSW – Illawarra Institute

Steps for Re-Enrolment in 2014

ENROLMENT AND PAYMENT OPTIONS:

To be eligible to access government subsidised training in TAFE NSW you must be an Australian citizen or meet the criteria of being an Australian permanent resident, a New Zealand citizen or Permanent Humanitarian visa holder. You must also have a NSW residential address or be employed within NSW to be eligible to access government subsidised training places in TAFE NSW.

If you are not a resident of NSW or working within NSW, fees may vary. You can then use one of the following options:

- **Internet** – logon to e-services at [www.tafensw.edu.au/eservices/](http://www.tafensw.edu.au/eservices/) and select Student Logon using the Username and Password supplied in your letter. Complete Steps 1, 2 and 3 then pay on-line using a credit card or via BPay. TAFE NSW accepts Mastercard and Visa card.
- **Telephone** – contact your local TAFE Illawarra Campus on 1300 766 123. You may pay your TAFE NSW fee and course related charges over the telephone using Mastercard or Visa card.
- **In person** – at your local TAFE Illawarra Campus. Please note TAFE NSW does not accept CASH. You may pay your TAFE NSW fee and course related charges by EFTPOS, MasterCard, Visa Card, cheque or money order at your local campus any weekday between the hours of 8.30am and 5.00pm.

**NOTE:** TAFE Illawarra Campuses will be closed during the Christmas vacation, from 25 December 2013 to 3 January 2014.

If you are a Temporary Visa Holder, a Trainee, or if you are applying for a TAFE NSW Fee Exemption or Concession, you can accept your offer through Student e-Services or by phone, however you will need to visit your local Campus Customer Service Centre with supporting documentation to finalise payment.

- **Temporary Visa Holders** – You will need to bring your passport or documentation from Department of Immigration and Citizenship showing your current visa (certified true copies of documentation may also be accepted) and complete the TAFE NSW temporary visa holders supplementary enrolment form.
- **Apprentices and Trainees** – Apprentices who are registered in other States and Territories and are required to undertake training at TAFE NSW will continue to be eligible to access government subsidised training places. Trainees who are registered in NSW and training at TAFE NSW will continue to be eligible to access government subsidised training places. Apprentices and Trainees are entitled to a capped fee of $506 per year for apprenticeship and traineeship courses. To be eligible for the capped fee you must provide proof of your apprenticeship or traineeship.
- **Individual Concession Fee** – If you receive one or more eligible Commonwealth benefits or allowances at the time of enrolment you may be eligible to pay a concession fee of $106 per course enrolment. The fee concession/exemption does not apply to course related charges or Student Association membership.
- **Australian Aboriginal and/or Torres Strait Islander Students** – are exempt from paying the TAFE NSW fee.
- **Students with a Disability** – if you receive a disability support pension or are a student with a disability (client of a Teacher/Consultant for students with a disability) you are exempt from paying the TAFE NSW Fee for one TAFE NSW course enrolment per year (and are eligible for a $106 concession fee for each subsequent course enrolment in that year).

A message for young people under 17 years of age:

NSW law requires students to complete school to Year 10 and then to continue in either education, full-time paid employment, or a combination of these until at least the age 17. If you are under 17 years and wish to enrol at TAFE the options available to you may be affected by this law. To attend TAFE you will need to have completed year 10 or have special permission from school and TAFE to do so.