

I have previously supplied all AVETMISS data for this semester and it remains the same Yes No If no, you must complete all of section 2.

Have you successfully completed any of the following qualifications? (tick any applicable boxes)

- | | |
|---|--|
| Bachelor Degree or Higher Degree | Certificate III (or Trade Certificate) |
| Advanced Diploma or Associate Degree | Certificate II |
| Diploma (or Associate Diploma) | Certificate I |
| Certificate IV (or Advanced Certificate/Technician) | Certificate other than above |

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you still attending secondary school? (tick one box) Yes No Are you under 18 years of age? Yes No

What is your highest completed school level? (tick one box only)
Year 12 Year 11 Year 10 Year 9 Year 8 or below Never attended school

In which year did you complete that school level In which Australian state did you complete that school level

What is the name of the school at which you completed that school level

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. PROGRAM ENROLMENT

PROGRAM1 (program enrolment/subject additions)

Program Code _____

Program Title _____

Student Type _____ Attribute _____

Block Code OR List Course Reference Number (CRN) for each class

_____	_____	_____
_____	_____	_____
_____	_____	_____

PROGRAM2 (program enrolment/subject additions)

Program Code _____

Program Title _____

Student Type _____ Attribute _____

Block Code OR List Course Reference Number (CRN) for each class

_____	_____	_____
_____	_____	_____
_____	_____	_____

WITHDRAWAL Program Code _____ Program Title _____

Please WITHDRAW ME entirely from the program above (do not tick if partial withdrawal).

CRN	CRN	CRN	CRN	CRN	CRN
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Reason for withdrawal _____

Teacher approval required for all additions and withdrawals

Teacher Name _____ Teacher Signature _____ Date ____ / ____ / ____

Pastoral Care Officer approval required for all additions and withdrawals (International Students only)

Are you registered with the CIT International Services Unit? Yes No If yes, your Pastoral Care Officer MUST sign this form before it can be processed.

Note: Pastoral Care Officer signature is not required for students enrolling in CIT Study Support

Name of Pastoral Care Officer _____ Pastoral Care Officer Signature _____ Date ____ / ____ / ____

UNIQUE STUDENT IDENTIFIER (USI)

If I have received an exemption from ASQA or the Student Identifiers Registrar to provide a USI to CIT, I understand that my assessment results will not appear on my authenticated VET transcript or be available to me via the USI System.

ENROLMENT CANCELLATION

I am aware that, in accordance with the CIT Fees Policy and at CIT's discretion, my enrolment will be cancelled if I have not paid my fees in full by the invoice due date/census date.

CIT may refund subject fees AFTER the Census Date/Invoice due date if a student has experienced an exceptional circumstance (as per CIT policy available at cit.edu.au) that prevents them from continuing studying at CIT. All requests for refund of fees need to be made in writing and emailed to: infoline@cit.edu.au

Statement of Tuition Assurance is available from the CIT Website at cit.edu.au/study/course_fees_and_assistance.

RECORD KEEPING

It is best practice for students to retain assessments, records of competencies or statements of attainment that they receive from their education provider.

CIT SMS SYSTEM

CIT will use the mobile phone number supplied by students to send messages to a student's mobile phone through the CIT SMS system. Messages may be sent in respect to an emergency situation or in instances where it is important to notify a student of a change such as a cancelled class. If students wish to be contacted via the CIT SMS system they should contact the CIT Information Line on (02) 6207 3188 or at infoline@cit.edu.au.

PRIVACY NOTICE

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

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by CIT for statistical, regulatory and research purposes. The CIT may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- 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 NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

The personal information on this form is being collected under the principles of the *Information Privacy Act 2014* (ACT) to enable: processing of your enrolment; provision of your CITCard and associated services; the coordination of CIT support services; communication with students in relation to approved CIT activities; and, if applicable, assessment of your eligibility for a concession with Centrelink. If applicable CIT may use your personal information to assess your entitlement to Commonwealth assistance; and provide your personal information for allocation of a Commonwealth Higher Education Student Support Number (CHESSN) and national reporting to the Department of Education and Training, Australian Tax Office (ATO) and the Tertiary Education Quality and Standards Agency (TEQSA) as authorised by the *Higher Education Support Act 2003* (Cth) and the *Tertiary Education Quality and Standards Agency Act 2011* (Cth). The information you provide may also be disclosed to the ACT Board of Senior Secondary Studies (ACT BSSS) as authorised by the *Board of Senior Secondary Studies Act 1997* (ACT); for CIT to apply for and verify your Unique Student Identifier (USI) with NCVER as authorised by the *Student Identifiers Act 2014* (Cth); if you are under the age of 17, for CIT to report to the Education Directorate as authorised by the *Education Act 2004* (ACT); and where required by law. If you do not provide the requested information, CIT may not be able to process your enrolment. Further information on accessing, amending or disclosure of your personal information is available from the CIT Privacy Policy – Territory Privacy Principles located on the CIT website.

ENROLMENT RIGHTS AND RESPONSIBILITIES

I declare that to the best of my knowledge the information supplied above is correct and complete. I have received my invoice and class timetable and have provided an email address where I authorise for CIT to deliver them. By enrolling at CIT I agree to abide by CIT policies and student rights and responsibilities as outlined in the CIT Student Code of Conduct and listed in the Student Information Guide at cit.edu.au/info. I am aware of the CIT Complaints and Academic Appeals process and know I am able to access information regarding all policies at <https://cit.edu.au/current/information/policies>.

I understand that my enrolment will be cancelled if fees are not paid in full by the required date or, I have not applied for a HELP Loan, if eligible.

STUDENT DECLARATION AND CONSENT

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature [or electronic acknowledgement]

Date

Parent/Guardian Signature [or electronic acknowledgement]

Date

**Parental/guardian consent is required for all students under the age of 18.*

Do you expect to finish your course this semester? If so, please go to CIT Self Service (cit.edu.au/selfservice) to check your name and address details are correct. Your qualification will be mailed to you within 30 days of your last successful result being entered into the Student Management System. If you do not receive your qualification within 30 days, please contact your teaching area.

Student ID#

CIT

Centrelink Client Consent Declaration (only to be completed if you are applying for a concession on your student fees)

This consent will be used for the sole purpose of authorising Centrelink to provide information including your name, address, payment and concession card type status to Canberra Institute of Technology (CIT) to assess your eligibility in relation to concessions or services provided by CIT.

I, [Redacted] Primary Card Holder, authorise: [Redacted] Dependent Card Holder (if applicable)

- CIT to use Centrelink Concession eServices to perform a Centrelink enquiry of my Centrelink or Department of Veterans' Affairs Customer details and concession card status in order to enable CIT to determine if I qualify for a concession, rebate or service.
- The Australian Government Department of Human Services (the department) to provide the results of that enquiry to CIT.

I understand that:

- The department will use information I have provided to the CIT to confirm my eligibility for relevant concession and will disclose to the CIT personal information including my name, address, payment and concession card type and status.
- This consent once signed, remains valid while I am a customer of CIT unless I withdraw it by contacting the CIT or the department.
- I can obtain proof of my circumstances/details from the department and provide it to CIT so that my eligibility for relevant concession can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concession provided by CIT.

Centrelink Reference Number (CRN) [Redacted] Expiry date [Redacted] Primary Card Holder

Centrelink Reference Number (CRN) [Redacted] Expiry date [Redacted] Dependent Card Holder (if applicable)

Signature [Redacted] Date [Redacted] Primary Card Holder

New CIT Students

All new students must confirm their identity by providing 3 forms of ID. At least 1 photo ID and at least 1 that displays the student's date of birth. It is preferable that 1 form of ID confirms citizenship status. If citizenship ID is not possible then the student must at least be identified as a Domestic Student.

Continuing Students

Any change to a student's citizenship status must be updated in Banner. All students on a Visa other than Permanent Residents must confirm citizenship and provide 1 form of photo ID when re-enrolling. All other students, whose citizenship is confirmed in Banner, must provide 1 form of photo ID when re-enrolling.

International Students

Once admitted by ISU are only required to provide 1 form of photo ID on enrolment and re-enrolment.

Citizenship Identity Documents Sighted

Australian Citizen

- Australian passport
- Australian birth certificate
- Australian citizenship certificate

New Zealand Citizen

- New Zealand passport
- New Zealand birth certificate
- Certificate New Zealand citizenship

Permanent Resident

- Certificate of Evidence of Resident Status
- Permanent resident Visa No. [Redacted]

Temporary Entry Permit (International)

- International Passport
- Visa subclass No. [Redacted]

Permanent Humanitarian Visa

- Visa subclass No. [Redacted]

Identity Documents Sighted

Confirms Domestic Student (AU Citizen/NZ Citizen/Perm Res)

- Green Medicare Card
- Blue Medicare Card

Other Accepted form of ID in Student's Name

- Phone/Bank/Rates/Utilities bill or statement
- Credit/debit card
- Health Care/Pension Card
- Other [Redacted]

Accepted Photo ID

- CIT Card
- Drivers Licence
- Proof of Age/High School or College ID Card
- Employee ID from Government authority or Public Service Agency
- Working With Vulnerable People Card
- Yurauna Letter
- Other [Redacted]

Registration details and AVETMISS Data entered by:

[Redacted] / /

TRIM Container/Content number:

[Redacted]

Entered into TRIM by:

[Redacted] / /

Student Citizenship & Identity checked by:

[Redacted] / /

Second verified by:

[Redacted] / /

OFFICE USE ONLY