FREQUENTLY ASKED QUESTION
FOR STUDENTS RE-ENROLLING

What is the advantage of re-enrolling now?
You will ensure that you have secured your enrolment place for 2013.

What if I miss the re-enrolment accept and pay by date?
All re-enrolments need to be finalised by 11 January 2013. If a student has not finalised their enrolment by this date places will be open to other students.

What if I accept by the due date but cannot pay the TAFE NSW fee?
Your enrolment will need to be finalised by 11 January 2013 to ensure that you secure a place otherwise your place will be open to other students.

Do I have to re-enrol now?
If you have not completed your study and have open units or may have failed a unit then you will need to re-enrol.

Can I re-enrol at my first day of class or block?
We encourage re-enrolments to be finalised by 11 January 2013. If you are unable to finalise your enrolment by this date you will need to contact your teaching section to make alternate arrangements. All re-enrolments must be finalised by the first date of attending class.

Can I go to another campus to accept and pay for my re-enrolment?
Yes you can re-enrol at any campus within TAFE Illawarra ONLY. Please refer to the “Steps for Enrolment in 2013” flyer for re-enrolment and payment options.

What do I need to do if my employer is paying for my TAFE NSW Fee?
You will need to have your employer complete a “Third Party Payment Authorisation For TAFE NSW Fees - 2013" form or provide you with a letter authorising TAFE Illawarra to invoice them for the TAFE NSW Fee.

I am currently in receipt of a Centrelink benefit what do I need to do?
Students must provide evidence of pensioner or beneficiary status at the time of enrolment and complete a “TAFE NSW Concession Fee Application Form - 2013” or “TAFE NSW Exemption Fee Application Form – 2013”. If a student is unable to produce sufficient documentation to verify their claim for an exemption or concession, they must complete the ‘Authority For Release of Department of Human Services (Centrelink) Information to TAFE NSW Form – 2013” along with either a “TAFE NSW Concession Fee Application Form - 2013” or “TAFE NSW Exemption Fee Application Form – 2013”. “. This form is used to obtain necessary information from Centrelink.

Note: A student can only be granted eligibility to receive an exemption on the basis of their status at the time of their enrolment

Can I pay cash for my TAFE NSW Fee?
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.
FREQUENTLY ASKED QUESTION
FOR STUDENTS RE-ENROLLING

I am currently awaiting my Centrelink benefit to be processed, if I pay the TAFE NSW fee will I be entitled to a refund?
In order to be entitled to receive a concession or exemption you must provide evidence that you are in receipt of a benefit at the time of enrolment. However, where there is an early enrolment/re-enrolment, the date of enrolment is no later than the first date of attending class. If you are not eligible for a concession or exemption then you will not be eligible for a refund.

Can I pay the TAFE NSW Fee each semester?
Students undertaking a full year enrolment (in courses longer than one semester in length) will have the option of paying their full year TAFE NSW fee in two equal half-yearly payments. This option is available to students for all qualifications. Those students wishing to pay the full year fee payment up front at enrolment still have the option of doing so.

Do I need to renew my TAFEcard?
If you already have a TAFEcard it is valid for as long as your enrolment is active.

If I change my mind will I be entitled to a refund?
In accordance with the TAFE NSW Refund Policy if you formally advise the campus, before classes commence and with no attendance, that you are withdrawing from the course, this is applicable to both semesters you will be entitled to a refund.

How and when will I know what my timetable is for next year?
At the time of enrolment you will be advised of your timetable for 2013.

Do I need to complete the statistical page?
The completion of the statistical questions is a TAFE NSW requirement therefore, they must be completed.