

Applying & Enrolling

A step-by-step guide to applying and enrolling

STEP 1

Is an application needed for your course?

YES? Complete and lodge the TAFE NSW Course Application Form. This is available online at wsi.tafensw.edu.au, or at any TAFE NSW college.

- Semester 1 2009 course applications open 11 August 2008
- Semester 1 2009 course applications close 31 October 2008

To study in these Semester 1 2009 courses, you must lodge your application at the college of your first choice by 31 October 2008. If you are reading this Guide after this closing date, we encourage you to contact the college, as there may still be places available. From early January 2009 students will begin to receive letters confirming the outcome of their course applications. Some courses also take new students in Semester 2.

Check our website, call 131 870 or send us an SMS on 0428 423 102 (text only).

NO? Contact your college to confirm that the course is offered and when the compulsory **Enrolment Information Session** or other activity you need to attend will take place. Some popular courses have local selection requirements.

Re-enrolling students will be sent a reminder and instructions on how to re-enrol.

STEP 2

Make sure you meet the entry requirements for the course you have chosen. Entry requirements for each course are shown in the course listing in this Guide.

Note the **Enrolment Information Session** date in your diary and ensure you have everything you need with you when you go to the college, including correct payment.

Try not to miss the enrolment session but if you do, contact the college as places may still be available.

STEP 3

To enrol, attend the compulsory **Enrolment Information Session** for your course. To complete your enrolment, you need to bring:

- all appropriate documentation and evidence
- payment for the TAFE NSW fee or TAFE NSW Concession fee and/or if you are applying for the Concession fee or exemption from payment of the TAFE NSW fee, documents to support your application.

For security reasons, no cash is accepted on TAFE NSW campuses.

Students who have been through the application process and have been accepted into a course do not need to go to a college. You will be advised by mail how to complete your enrolment.

STEP 4

You may be eligible for recognition of prior learning for any previous study undertaken or relevant work experience.

There is a check box on your enrolment form (or enrolment screen, if you are enrolling online) to request that any relevant previous study at TAFE NSW is credited towards the course in which you are enrolling. It is best to ask a customer service officer or your teacher about applying for recognition of other skills and experience when you enrol (although you can do this at any time). For more information please see our website wsi.tafensw.edu.au