

# Prepare your *enrolment application form* prior to your enrolment interview

Students wishing to enrol at Tuart College will have an enrolment interview with a Course Advisor.

Before your enrolment interview, you can prepare and save time by printing the enrolment application form and completing the relevant sections.

## Prepare your enrolment form in 9 steps:

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# 1

## Check your eligibility to enrol

1. You must be **16 years or older** before January 1<sup>st</sup> of the year you will attend Tuart College (some exclusions may apply to Open Learning students).
2. You must be an Australian Citizen, have Permanent Residency or have an appropriate Australian Visa (unless enrolling as a fee paying international student).

# 2

## Print your enrolment form

Print the enrolment form applicable to you:

- If you will **turn 18** (have your 18<sup>th</sup> birthday) **after** June 30<sup>th</sup> in the year you will attend the College, you should print the **Compulsory Age** form. Your parent/responsible person must be involved.
- Otherwise, you should print the **Mature/Post Compulsory Age** form.

# 3

## Complete your student details & contact details

1. Use a pen and block letters to enter your personal information into the *Student Details* section. An asterisk indicates that the information is mandatory e.g. \*Surname
2. The **SCSA No.** at the top of the enrolment form refers to the *School Curriculum & Standards Authority* (formerly the Curriculum Council) number. It is very important that you enter this number if applicable. Students who have recently been a student in a WA school or any student who has recently completed Year 11 or Year 12 in WA will have this number. The number can be found on statements issued by the School Curriculum & Standards Authority or the Curriculum Council.

### Compulsory Age Students – Parent/Responsible Person Details

1. Complete the Parent/Responsible Person section of the enrolment form (the middle section on the first page). This is mandatory information.
2. Turn to the second last page of the enrolment form and complete the Emergency Contact telephone numbers and the Parent/Responsible Person Details for each contact person.
3. Read and **sign** the ***Information on the Adult Nature of Tuart College*** form.

OR

### Mature Age/Post Compulsory Age students – Emergency Contact Details

Enter the information for a contact person into the Emergency Contact section, for example a parent, sibling, partner or spouse. This is mandatory information.



# 4

## Familiarise yourself with subjects, conditions and fees

You **do not need to fill out** the enrolment form during this step. You should, however, read the relevant sections and think about your choices and what enrolment conditions apply to you.

1. Familiarise yourself with the conditions described on the first page (in the right column) and the *Conditions of Enrolment at Tuart College* on the back the enrolment form.
2. You should consider what subjects you will study at the College. Refer to the enrolment information booklet *2017 Enrolment Information*. Electronic copies can be found on the Tuart College web site under Courses.

**Do not** enter your subject choices at this stage; this will be done during your enrolment interview.

3. If you wish, you can estimate the cost of your enrolment. Enrolment fees are listed in each enrolment information booklet.

At the end of your enrolment interview, you will select the subjects you wish to study. The fees and total cost for your subjects will then be calculated. Finally, you will be asked to sign and date the enrolment form.

# 5

## Complete the additional information section

1. Turn to the *Student Details – Additional Information* on the last page of the enrolment form.
2. Read each questions and enter information for items **1.2**, **1.3** and **1.4**.
3. If you are studying ESL, or are not an Australian Citizen or Permanent Resident, you need to answer item **1.5**.
4. For item **1.6**, if you are in receipt of a youth allowance, tick the appropriate box. Otherwise leave the boxes blank.

# 6

## Enter information on your previous school and education (not required for Mature Age students)

1. Enter the required information for **2.1** and **2.2**.
2. Locate your **School Report** and/or **Statement of Results**. You will need these documents at your enrolment interview.
3. **A reminder:** ensure you have entered your School Curriculum & Standards Authority number or Curriculum Council number. See Step 3.



# 7

## Do you want to disclose a disability or health condition?

1. Enter information for item **3** on disabilities if applicable. Tick **No** if not applicable.
2. Enter any medical condition for **4.1, 4.2** and **4.3** you wish to disclose. Tick **No** if not applicable.
3. If you wish to apply for Special Examination Conditions through SCSA on the basis of a disclosed disability or medical condition make a note in Section 3 or 4.

You may also at this stage want to enter how you found out about the College in the last section of the form – Advertising. This information is very useful for the College to ensure we can continue to effectively inform people of the programs we offer.

# 8

## Complete your National Police History Check (if applicable)

It is a requirement of the Education Act that all students enrolling in Education Department schools who are 18 years of age or older on or before the commencement of their course, must apply for a National Police History Check (NPHC). Information on how to apply for a NPHC is included with the Mature/Post Compulsory enrolment application form. Bring your completed NPHC form (and 100 Point Identification if you did not apply online) to your enrolment interview.

# 9

## Complete your enrolment interview checklist

You have now completed your preparation. During your enrolment interview you will require:

- The **enrolment application form** printed and completed according to the above steps.
- Mature/Post Compulsory Age: the **National Police History Check** form (with the 100 point identification documents if you did not complete the application online).
- The **WACE Assessment and Examination Declaration 2017** form.
- The **Connection and Use of Student Owned Device** form.
- Compulsory age students: The **Information on the Adult Nature of Tuart College** form.
- Copies of your past **School Report and/or Statement of Results** (not required for Mature Age students)
- Students enrolled in one or more Certificate subjects: A completed **USI** form.
- A credit card or money to pay **fees**.