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 Counsellor. Ring the College on 92426222 to make your appointment, or to make any enquiries.

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

**Preparing your enrolment form in 9 steps**

1. Check your eligibility to enrol
2. Choose the correct enrolment form
3. Complete your student details & emergency contact
4. Familiarise yourself with subjects, conditions and fees
5. Complete the additional information sections
6. Enter information on your previous school and education
7. Do you want to disclose a disability or a health condition?
8. Complete your *National Police History Check* form (if applicable)
9. Complete your enrolment interview checklist

See below for detailed instructions.
1

Check your eligibility to enrol

1. You must be 16 years or older before January 1st 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

Choose the correct enrolment form

Print the enrolment form applicable to you:

- If you will turn 17 (have your 17th birthday) in the year you will attend the College, 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 page 2 of the enrolment form and complete the Emergency Contact telephone numbers and the Parent/Responsible Person Details for each contact person.
3. Turn to the last page, 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 what choices you will make and what conditions apply to your enrolment.

1. You should take this opportunity to read and familiarise yourself with the conditions described on the first page (in the right column) and the Conditions of Enrolment page of the enrolment form.
2. You should consider what subjects you will study at the College. Refer to the relevant enrolment information booklet/s below. 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.

Enrolment Information Booklets

| Certificate in General Education for Adults | Certificate IV Academic Preparation Studies | WACE Year 11 and 12 | English as a Second Language | Open Learning – online classes |

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 section of the enrolment form.
2. Read each questions and enter information for items 1.1, 1.2, 1.3 and 1.4.
3. There is no need to answer item 1.5; this will be completed by the Course Counsellor.
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, 2.2 and 2.3.
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.

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 form (if applicable)

It is a requirement of the Education Act that all non-compulsory age students (students who will be aged 18 or more by 1st February 2013 or, if enrolling after this date, anyone who is 18 years or older at the time of their enrolment interview) enrolling in Education Department schools must apply for a National Police History Check (NPHC). The NPHC form is included with the enrolment application form (the last 6 pages of your printout). Bring your completed NPHC form and 100 Point Identification photocopies (originals not required) to your enrolment interview.

9

Complete your enrolment interview checklist

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

☐ The enrolment application form printed and completed according to the above steps.

☐ Non-compulsory students: The National Police History Check form with the 100 point identification documents

☐ Compulsory age students: The signed Information on the Adult Nature of Tuart College form.

☐ Copies of your past School Report and/or Statement of Results.

☐ A credit card or money to pay fees.

Phone Interviews

If you have a phone enrolment interview, you can pay your fees with a credit card by phone or by posting or faxing the Enrolment Payment form.

After completing your phone enrolment interview, you will be asked to send your enrolment documents to Tuart College, including copies of past results. You can do this by post, fax or by scanning and emailing as attachments.