

**SECTION 1 - PERSONAL DETAILS - All students must complete**

**USE BLACK OR BLUE PEN ONLY**

Student Number

**Tick status where applicable**

**CDU Staff**       **Apprentice**

When completing the below section, please ensure you use the same personal details used to create your USI.

**Domestic**      **International Visa holder\***

Title       Mr     Mrs     Ms     Miss     Mx     Dr

NT       Student Visa

Family name

Interstate       Other Visa

Given names

\* Please note if you have indicated that you are on a visa, you will be required to provide a copy of your passport/visa to assess your eligibility before your enrolment can be processed.

Single name only

**Have you previously provided CDU with a USI number?**

Preferred name

Yes       No

Gender       Male       Female  
 Indeterminate/Intersex/Unspecified

If no, please provide your USI number in the space provided below. If you do not have a USI, visit W:[usi.gov.au](http://usi.gov.au) to apply for your USI and activate your USI account.

Date of Birth (dd/mm/yyyy)  
Former Family Name     

If you are unable to create your USI, please complete the attached Application for USI form and CDU will be able to create a USI on your behalf.

**Mailing Address (during training) – All students must complete**

**Usual Residential Address – If different to your Mailing Address**

Number & Street or PO Box	<input type="text"/>			
Suburb/Town	<input type="text"/>			
State	Post Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>			
Home Phone (including area code)	<input type="text"/>	<input type="text"/>		
Work Phone (including area code)	<input type="text"/>	<input type="text"/>		
Mobile Phone	<input type="text"/>			
Email*	<input type="text"/>			

Number & Street (Cannot be a PO Box)	<input type="text"/>			
Suburb/Town	<input type="text"/>			
State	Post Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>			
Fax number (including area code)	<input type="text"/>	<input type="text"/>		
<b>Emergency Contact – All students must complete</b>				
Contact Name	<input type="text"/>			
Contact Phone 1 (including area code)	<input type="text"/>	<input type="text"/>		
Contact Phone 2 (including area code)	<input type="text"/>	<input type="text"/>		

\*Email correspondence issued by CDU will be sent to your official CDU email address once your CDU student account is activated. To set up your preferred email address go to MyStudentInfo . All hard copy correspondence will be posted to your nominated mailing address. For more information refer to the VET Student Guide W:[cdu.edu.au/student-central/forms-guides](http://cdu.edu.au/student-central/forms-guides)

**SECTION 2 - EXEMPTION FROM TUITION FEES - Complete if you are seeking an exemption from fees**

**Domestic students enrolled in VET courses that are not subsidised by the NT Government will attract full fees, and NO fee exemption will apply.**

You may seek an exemption from tuition fees if your course is subsidised by the Northern Territory Government and: (Please check relevant box)

- You are in receipt of a current Centrelink or Veteran's Affairs benefit     I require proof of enrolment and a study plan for Centrelink  
 You have Refugee status or a Humanitarian Visa

If you have ticked either of the boxes above you MUST attach a certified copy of your current Visa, Passport, Centrelink or Veteran's Affairs card to this enrolment form before the tuition fee exemption can be applied.

OFFICE USE ONLY	
Date received:	Date processed:
Team Code:	Processed by:



## SECTION 6 - STATISTICAL INFORMATION - All students must complete

### Q1. Citizenship and Residence status during this teaching period?

- Australian citizen including Australian citizens with dual citizenship  
 Permanent Australian residency visa  
 New Zealand citizen  
 Temporary Australian residency visa\*

\*If you have indicated you are on a visa you will be required to provide a copy of your passport/visa to assess your eligibility before your enrolment can be processed.

### Q2. What is the postcode of the residential area in which you usually live? (Not a PO Box Postcode)

- Australian postcode  
 Overseas address (You do not need to provide a postcode)

### Q3. Do you speak a language other than English at home?

- 1201  No, English only. Proceed to Q4.  
 Yes, other. Name the language that is spoken most often.

#### How well do you speak English?

- 1  Very well   2  Well   3  Not well   4  Not at all

### Q4. In what country were you born?

- 1101  Australia    Other Country

(please specify)

### Q5. Are you of Australian Aboriginal or Torres Strait Islander origin?

- 1  Yes, Aboriginal  
2  Yes, Torres Strait Islander  
3  Yes, Aboriginal and Torres Strait Islander  
4  Neither Aboriginal nor Torres Strait Islander

### Q6. Which of the following categories, best describes your current employment status? (Tick one box only)

- 01  Full-time employee  
02  Part-time employee  
03  Self-employed - not employing others  
04  Employer  
05  Employed - unpaid worker in a family business  
06  Unemployed - seeking full-time work  
07  Unemployed - seeking part-time work  
08  Not employed - not seeking employment

### Q7. Are you still attending secondary school?

- No  
 Yes, Name of school

#### Are you an International Secondary School Student Visa holder?

- Yes    No

### Q8. In which year did you complete your highest school level?

- Years 8 - 12 ONLY  (Leave blank if you did not go to school)

### Q9. What is your highest completed school level?

- Year 12 Completed    Year 9 or equivalent Completed  
 Year 11 Completed    Year 8 or lower Completed  
 Year 10 Completed    Did not go to school

### Q10. Have you successfully completed any of the following qualifications? Please tick all applicable boxes:

- 111  Doctoral Degree  
112  Master Degree  
200  Graduate Diploma or Graduate Certificate  
300  Bachelor Degree  
410  Advanced Diploma or Associate Degree  
420  Diploma  
511  Certificate IV  
514  Certificate III  
521  Certificate II  
524  Certificate I  
000  None of the above

### Q11. Do you consider yourself to have a disability, impairment or long-term medical condition which is likely to affect your study? Disclosing a disability is confidential.

- Yes    No. Proceed to Q12.

#### If yes, then please indicate the areas of disability, impairment or long-term condition.

- Hearing/deaf    Mental illness  
 Physical    Acquired brain impairment  
 Intellectual    Vision  
 Learning    Medical condition  
 Other

Students are encouraged to contact the Disability Liaison Officer if adjustments are required to undertake studies. Please indicate if you would like to be contacted in regards to services available for students with disabilities.

- Yes    No

### Q12. Of the following categories, which best describes your main reason for undertaking this study. (Tick one box only)

- 01  To get a job  
02  To develop existing business  
03  To start my own business  
04  To try for a different career  
05  To get a better job/promotion  
06  It was a requirement of my job  
07  I wanted extra skills for my job  
08  To get into another course of study  
11  Other reasons  
12  For personal interest or self-development  
13  To get skills for community/voluntary work

### Q13. Do you intend to complete the whole qualification/course or do you intend to complete a set of units? (Tick one box only)

- Qualification    Units

## SECTION 7 - THIRD PARTY SPONSORSHIP

If your course fees are going to be sponsored by a Third Party, the Third Party Authorisation form must be completed. The form is available at W:[cdu.edu.au/student-central/forms-guides](http://cdu.edu.au/student-central/forms-guides): submit the completed form as soon as possible to E:[fees@cdu.edu.au](mailto:fees@cdu.edu.au).

If you are an apprentice, please complete the VET105 - Apprentices Third Party Authorisation for Studies form, all other students must complete the VET104 - Third Party Authorisation for Studies form.

**NOTE: Payment for CDU staff undertaking approved training should be handled by Journal Transfer**

## SECTION 8 - PRIVACY STATEMENT & DECLARATION - All students must complete

### Student Declaration

1. I have been informed of fees and charges associated with this course, including the requirements and timelines to withdraw without incurring fees. I agree to meet all enrolment deadlines and make payment of all fees arising from this enrolment by the due date. I understand that I must accept the consequences of not meeting these due dates in accordance with instructions either published by the University or sent to me in any correspondence from the University relating to my enrolment.
2. I further undertake to pay the prescribed fees and charges (if any) within the time allowed by CDU for such payment.
3. I understand that I am responsible for notifying Centrelink of study load or changes to study load where applicable.
4. I am aware of what is required for entry into this course. I have also read the course information, which is found on the web (<https://www.cdu.edu.au/courses>)
5. I acknowledge that pertaining to VET enrolments; I have access to, and have read the information supplied in the VET Student Guide W:[cdu.edu.au/student-central/forms-guides](https://www.cdu.edu.au/student-central/forms-guides)
6. I acknowledge that I have access to, and have read the information regarding VET Student Loans schemes, if applicable. W:[cdu.edu.au/vocational-education-training/current-vet-students/vet-student-loans](https://www.cdu.edu.au/vocational-education-training/current-vet-students/vet-student-loans)
7. I declare that if this course is supplied under NTG recurrent funding (including the entitlement) and if I am an NT or Commonwealth Government employee, I am undertaking this training for personal reasons and it is not professional development requested by my employer.
8. I acknowledge that while I am enrolled I will comply with the rules, policies, procedures and by-laws of Charles Darwin University.
9. I acknowledge that CDU provides integrated student support throughout training, and authorise CDU to enrol me in student support modules as part of the enrolment process or on commencement of training if required.
10. I understand that Charles Darwin University will not disclose the information provided by me on this form to third parties, without my written consent, in accordance with Charles Darwin University's Privacy Policy, which is available at: W: [cdu.edu.au/governance/doclibrary/pol-032.pdf](https://www.cdu.edu.au/governance/doclibrary/pol-032.pdf)
11. I authorise the University to transfer, use and disclose any information provided by me to the University, or any information obtained in connection with this enrolment to all its member institutions, the Universities Australia member institutions, the members of the Australasian Conference of Tertiary Admissions Centre (ACTAC), or other tertiary educational, any registration/accreditation board (including the Australian Health Practitioner Regulation Agency) or authority either in Australia or Overseas where the University reasonably considers it is necessary.
12. I acknowledge that the university is required to release personal information to the Australian Government Department of Education, Skills and Employment (DESE) and that DESE will collect and store my personal information in the Higher Education Information Management System (HEIMS). From 2021, HEIMS is being gradually replaced with TCSI and HEIMS will be decommissioned once TCSI is fully operational.  
Transforming the Collection of Student Information (TCSI) - It aims to create a simpler way for CDU to collect, review and report information to DESE, Services Australia and the Australian Taxation Office (ATO).
  - We may disclose your personal information to Australian government agencies, including Services Australia (Department of Human Services) and ATO, where this is required or authorised by Australian law.
  - Information about your enrolment with CDU may be disclosed if you are claiming or receiving a payment from Services Australia.
  - You are still required to notify Services Australia of any change in circumstances that may affect your payment.
  - Personal information disclosed to Services Australia is protected by law, including the Privacy Act 1988. More information about the way that Services Australia handles personal information can be found at W:[servicesaustralia.gov.au/individuals/privacy](https://servicesaustralia.gov.au/individuals/privacy)
13. I agree to be contacted via electronic means whilst I am a student at Charles Darwin University.
14. I acknowledge that I may be photographed, recorded and/or filmed while I am enrolled at Charles Darwin University (CDU). I hereby consent to the use of any photographs, film, videos and audio recording of my appearance for promotional, commercial and marketing purposes on any present or future media or means known or unknown by CDU. CDU will, wherever possible have regard to my cultural, family and personal sensitivities. I also acknowledge that I may cancel this consent at any time by contacting E: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).
15. I acknowledge that it is my responsibility to provide a Unique Student Identifier (USI). I authorise Charles Darwin University to verify a USI supplied by me; or search for and locate an existing USI; or obtain a USI on my behalf, and view my training records and results on the USI website. I understand that if my USI is not recorded, no qualifications or statements of attainment can be issued.
16. I declare that the information I have supplied is, to the best of my knowledge, correct and complete.
17. I understand that the giving of forged, false or misleading information may lead to the cancellation of my enrolment.

## Privacy Notice

### Why we collect your personal information

As a registered training organisation (RTO), we collect your information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO

### How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relation to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purpose of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [W. ncver.edu.au/privacy](http://w.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact us on the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at [w. desegov.au/national-vet-data/vet-privacy-notice](http://w.desegov.au/national-vet-data/vet-privacy-notice).

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Contact information

At any time you may contact Charles Darwin University to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this privacy notice

CDU - Student Central  
Orange Building Level 1.1 | P. 1800 061 963 | E. [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au)

For more information on how CDU will handle your personal information please refer to CDU's privacy policy at [W. cdu.edu.au/about-cdu/leadership-structure/strategic-services-governance/legal/privacy-confidentiality](http://W.cdu.edu.au/about-cdu/leadership-structure/strategic-services-governance/legal/privacy-confidentiality)

**I declare that I have understood and accept the above privacy statement and student declaration terms and conditions.**

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For any general enquiries please contact Student Central, Building Orange 1.1, Casuarina campus | 1800 061 963 | [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au)**