



# Have an offer? Here's what to do next

## Step 1 – Get ready to enrol

Please have all your documents ready to upload before you begin our online enrolment form. It will take 5-10 minutes to complete the form.

Requirements are:

1. Unique Student Identifier (USI) – [here's how to get one](#)
2. Continuing student – Proof of current enrolment
3. Proof of Australian citizenship or permanent residency (such as a passport or birth certificate). If not an Australian citizen or permanent resident, evidence of your current visa subclass status.
4. Proof of name change (if applicable)
5. Proof of concession (if you are eligible) – this includes any proof of age ID for persons between 15 and 24 years of age
6. Proof of Western Australian residency (such as your driver's licence, passport or birth certificate)
7. Bank account details for payment options.

## Step 2 – Complete your enrolment – payment and finalisation

Within the online enrolment form, you can select your payment preference.

Please refer to our [Fees and Payment Options page](#) for more information.

We encourage you to submit your evidence via our online enrolment form as soon as possible so that it can be processed, and confirmation of enrolment is completed in a timely manner. This will give you the best chance of securing a place in your desired course.

Once we have reviewed your online enrolment form, we will process and confirm your payment option. Once this has been completed, you are then able to attend class.

## Step 3 – Start your studies

Once you have enrolled and paid, you will receive an email from us with information regarding the following:

### 1. Confirmation of enrolment

You will receive a confirmation of enrolment email with the following attachments:

- o Enrolment confirmation
- o Tax invoice receipt
- o Payment plan (PaySmart contract) – fortnightly instalments
- o Information about our Withdrawal and Refunds policy

### 2. Welcome to Central Regional TAFE student email

You will also receive a welcome to TAFE email with the following information:

- o Student ID and student email
- o How to access student online accounts (Office 365, Blackboard etc)
- o How to log in to student portal so you can access your course work summary

Click [here](#) for some valuable information which will help your time training with us.

## FAQ and checklist

### What is a USI and why do I need one?

The USI is a reference number made up of 10 numbers and letters. It's free, easy to create and stays with you for life. SR TAFE will not be able to enrol you or confer you an award or a statement of attainment without a USI. You can retrieve your USI from the USI registry or create one from [www.usi.gov.au](http://www.usi.gov.au).

**Yes, I've got my USI**

### Why do I need to provide a proof of Australian citizenship/residency and West Australian residency?

You will need to prove that you are eligible to enrol as a local student and that you are currently living in Western Australia to enrol into a state-funded place at CR TAFE.

Australian citizens and permanent residents are required to provide one form of evidence from Group A and one form of evidence from Group B:

- A. Green Medicare card, birth certificate, Centrelink Card or Australian Passport; AND
- B. Driver's licence or current utility bill with a WA address (note, alternate forms of ID with your current WA address may also be acceptable).

Temporary residents of one of the following sub-class visas may be enrolled as a local funded student but evidence must be provided:

- holders of a sub-class 309, 444, 785, 790, 820 or 826 visa;
- secondary holders of a temporary visa of sub-class 457; and
- holders of a bridging visa E (subclasses 050 and 051) where the visa holder has made a valid application for a visa of subclass 785 or 790.

These applicants will need to provide one form of evidence from Group A and one form of evidence from Group B:

Group A: A copy of your passport and sub-class visa document;

AND

Group B: A driver's licence or current utility bill with a WA address (note, alternate forms of ID with your current WA address may also be acceptable).

You will be contacted to re-submit your documents if the information you have submitted is insufficient or incorrect.

**Yes, I'm able to provide evidence of my Australian citizenship/residency and West Australian residency.**

### Have your TAS number handy

This is the number on your offer letter. It may look like this: TA3330000-21-1

**Yes, I have my TAS number ready**

### Proof of Concession or age card

Eligible concession holders and students aged between 15-24 years may be entitled to a reduced fee for some courses. You need to prove you are a concession cardholder and you are older than school-age or, if you are school-aged and have left school, you will need to show both proof of age evidence and proof of having left school. CR TAFE will need the following:

Concessions:

- Health Care Card with your name printed on it; or

Proof of age:

- Proof of age card, birth certificate or passport

**Yes, I have proof of concession or age**

### Plan how you will pay for your fees

CR TAFE offers you several payment options to finalise your enrolment:

1. Pay in full by card or BPOINT

This is the easiest way to pay. Call to finalise your enrolment and have your debit or credit card details handy to quote to our enrolment officer. Otherwise, navigate to our [BPOINT facility](#) and enter your details to pay securely. If paying by credit card, we only accept MasterCard or Visa card.

2. Pay in instalments using a direct debit plan

A direct debit plan allows you to pay for your course in fortnightly instalments over the term or your enrolment. You can complete the direct debit plan form via our online enrolment form or request a paper-based form from our administration staff. Please ensure it is the account holder who signs the payment plan, if not your account.

Your payment plan will NOT be activated, and no payment will be taken until we finalise your enrolment. You can opt to start your instalments from the date of enrolment or from the first week of semester.

3. Pay by Electronic Funds Transfer

To pay in full by direct deposit to our bank account, please use the details below. Take care to use your student ID as your reference so we can match to your enrolment:

|               |                        |
|---------------|------------------------|
| Bank:         | Commonwealth Bank      |
| BSB:          | 066-040                |
| Account:      | 19807768               |
| Account Name: | Central Regional TAFE  |
| Reference:    | Your student ID number |

4. Pay by applying for a VET Student Loan Eligible Diploma or Advanced Diploma students will be entitled to apply for a VET Student Loan.

For more information and links to begin your application, visit [our VET Student Loans page](#).

**Yes, I know which method of payment I'm selecting.**