

ENROLMENT INSTRUCTIONS

These instructions should be read in conjunction with the 2009 Undergraduate Enrolment Guide on the enclosed DVD.

Congratulations on receiving a UAC final round offer of a place at La Trobe University.

To accept the offer you must enrol by **Friday 20 February 2009**. You may elect to attend the enrolment session being held on 20 February, return your completed forms by mail or contact your School/Faculty to make an individual appointment to enrol.

ENROLMENT SESSION

Date: Friday 20 February 2009

Time: 9.00am - 11.00am

Venue: Student Administration, Building 4 (refer to campus map on page 21 of the Enrolment Guide)

Please bring: Enrolment Form

Request for Commonwealth support and HECS-HELP form

Tax File Number

UAC Acceptance of Offer slip

ENROLLING BY MAIL

Please complete and return the following items to Student Administration by 20 February 2009.

- **Enrolment Form** - If you wish to discuss with your School/Faculty which units you should enrol in for 2009 the contact telephone numbers are listed on page 20 of the Enrolment Guide.
- **Request for Commonwealth support and HECS-HELP form**
- **UAC Acceptance of Offer Slip**

DEFERRING STUDIES UNTIL 2010

To defer your place until 2010 or semester 2, 2009 please complete and submit the deferral form on page 31 of the Enrolment Guide. You should not enrol if requesting deferral. You do not need to notify UAC of your decision to defer.

COMMONWEALTH SUPPORTED PLACE

Your offer is for a Commonwealth supported place (formerly known as a HECS place).

It is important to note, as a student occupying a Commonwealth supported place (CSP) your Student Learning Entitlement (SLE) will be reduced at each census date by the Equivalent Full-time Student Load (EFTSL) value for each unit of study in which you are enrolled as a Commonwealth supported student. You must ensure you have enough SLE to complete this course. The student contribution amount per EFTSL may change each year via indexation

For further information on Commonwealth supported places please refer to the enclosed 2009 Information for Commonwealth supported students booklet or the website www.goingtouni.gov.au.

REQUEST FOR COMMONWEALTH SUPPORT AND HECS-HELP FORM

Your enrolment form cannot be processed unless you complete and return the enclosed Request for Commonwealth support and HECS-HELP form.

Australian citizens and holders of a permanent humanitarian visa may elect to defer payment of their student contribution or pay it up-front and receive a discount. If you select the deferred payment option you must supply your tax file number or attach a certificate from the Australian Taxation Office indicating you have requested a tax file number.

New Zealand citizens and permanent residents may not defer payment of their student contribution and are required to pay it up-front without a discount.

2009 STATEMENT OF ACCOUNT

After your enrolment paperwork has been processed a Statement of Account will be mailed to you detailing the units of study you have enrolled in, the census date for each unit, the cost of each unit and payment due dates. It will also contain your La Trobe computer username and password.

CENSUS DATES

Each unit of study has a census date. This is the date on which students become financially liable for the student contribution amount for a unit. Students who withdraw from a unit after the census date will still remain liable for the student contribution amount. The census date is also the deadline for receipt of up-front payment of the student contribution amount for a unit. The census date for each unit you are enrolled in will be shown on your Statement of Account.

ACCOMMODATION INFORMATION

Please refer to the enclosed 2009 Student Accommodation, Financial Aid, Health and Welfare and Community Agencies guide.

ORIENTATION

Orientation will be held from Wednesday 25 February to Friday 27 February 2009. A detailed orientation program is enclosed.

STUDENT CARD

Students attending the enrolment session on 20 February will have their photograph taken for their student ID card that day. Students enrolling by mail will need to have their photograph taken at Student Administration when they arrive for orientation.

START OF SEMESTER

Semester 1 will commence on 2 March 2009. A list of important dates may be found on page 35 of the Enrolment Guide.

STUDENT ADMINISTRATION

Office Hours: 9.00am - 5.00pm Monday, Tuesday, Wednesday, Friday
9.00am - 4.00pm Thursday

Telephone: 02 60249791

Email: stud-admin.aw@latrobe.edu.au

Mail: Student Administration
La Trobe University
PO Box 821
Wodonga VIC 3689

In Person: Ground Floor, Building 4
La Trobe University
University Drive, Wodonga