Bring this guide with you on enrolment day

Holmesglen Enrolment Guide App is available to download free from iTunes App store and Android Marketplace
Congratulations on your offer of a place at Holmesglen. Whether you are studying to gain a formal qualification, or for personal interest, this is an exciting time to be associated with Holmesglen.

Holmesglen is a large and vibrant Institute with excellent campus facilities, widely acknowledged as amongst the best in education in the state.

The extensive range of courses, from VCAL and VCE to Degree Programs, our strong links to industry and a dedicated teaching staff, ensure excellent outcomes for our students.

We pride ourselves on our student focussed administrative and support services.

With the promise of increased student enrolments, expanded facilities, further program diversification and continuous improvement at all levels, the future holds many challenges and exciting prospects.

We invite you to share in this future and enjoy the many benefits of studying at Holmesglen.

Bring this guide with you on enrolment day

Please read this guide thoroughly to ensure you understand the new process, and come prepared for your enrolment day at Holmesglen.
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Prepare for enrolment day

How to accept your Offer

Follow the enrolment procedure specified in your Offer Letter. It is important that you enrol at the time stated otherwise your place may be offered to another applicant.

You will be enrolled on the campus where you will be undertaking your studies unless otherwise advised in your Offer. Check the Offer carefully for the campus, building number and room. Please refer to the campus maps in this guide.

Bring all documents required with you on enrolment day, otherwise it will not be possible for you to enrol.

What to bring to Enrolment

- Your Letter of Offer
- Your eForm number (see page 3)
- Fee payment (see full details starting page 6)
- Documentation to prove identity and to enable your eligibility for a Government Subsidised Place to be assessed (see full details on page 4)
- Your Centrelink Card
  If you are enrolling in a Certificate course you may be eligible for a fee concession you must bring your current concession card. (See page 7)

Please note: Your enrolment cannot be processed until all evidence is provided.
Easy steps to enrolment

Complete the eForm available at http://eform.holmesglen.edu.au

You can access the eForm at home, your local library, internet cafe or come to the Holmesglen Information Office and we will assist you.

Write down your unique eForm number, when it is given to you online, and remember to bring it with you to enrolment.

Come into Holmesglen

Allow time for your enrolment as many other students need to enrol as well. If you are coming by car, there is parking available.

Come to the campus as advised in your Letter of Offer.

Go to the room advised in your Letter of Offer to collect your Enrolment Attachment.

If you received your Enrolment Attachment with your Letter of Offer go straight to the Information Office or Centre Administrative Office, as advised. Bring your Enrolment Attachment, eForm Number and fee payment to enrol.

Your details will be entered on the Institute’s Student Management System. You will receive a Confirmation of Enrolment (keep this safe as proof of enrolment) and your student ID card.

Can someone else enrol for me?

It is possible for you to appoint a proxy to enrol on your behalf. Your proxy should read the enrolment instructions before attending the enrolment session and must be able to select your course and subjects (units) and pay your fees.

Go through ‘What should I bring?’ with your proxy to ensure they have all the necessary information to complete your enrolment successfully.
All students enrolling in the following course levels will have their eligibility for a Government Subsidised Place (GSP) tested:

- Skills Creation – Certificate I & II courses, VCE and VCAL (Senior)
- Skills Building – Certificate III (excluding apprenticeships) and Certificate IV courses
- Skills Deepening – Diploma and Advanced Diploma courses
- Traineeships at all levels

Will you be eligible for a Government Subsidised Place?

1. Does the applicant meet the citizenship/residency requirements?
   - Yes: Applicant is eligible for a government subsidised place
   - No: Applicant is not eligible

2. Is the applicant under 20 on 1 Jan in the year in which the course commences?
   - Yes: Applicant is eligible for a government subsidised place
   - No: Next step

3. Is the applicant seeking entry to a Foundation Skills course?
   - Yes: Applicant is eligible for a government subsidised place
   - No: Next step

4. Is the applicant an Apprentice?
   - Yes: Applicant is eligible for a government subsidised place
   - No: Next step

5. Is the course applied at a higher level than the highest qualification already held?
   - Yes: Applicant is eligible for a government subsidised place
   - No: Applicant is not eligible
As part of the enrolment process you will be required to provide documentation to support your identity, date of birth and Australian citizenship or residency as follows.

**Proof of Australian Citizenship/Residency**
- Australian Passport, or
- Australian Birth Certificate or official Extract of Birth Certificate, or
- Current International Passport with visa/ visa number, or
- Australian Naturalisation Certificate, or
- Temporary Protection Visa, or
- green Medicare card, or
- formal documentation from DIAC (Dept of Immigration and Citizenship) confirming Permanent Residence.

**Proof of Age**
- Passport – Australian or International, or
- Australian Birth Certificate or official Extract of Birth Certificate, or
- Driver Licence or Learner Permit, or
- Proof of Age card.

**Photo ID**
- Passport – Australian or International, or
- Driver Licence or Learner Permit

**Tax File Number**
If you are enrolling in a Degree, Diploma, Advanced Diploma or Graduate Certificate course and you intend to apply for a HELP loan you must supply your Tax File Number.
2012 Fees

Vocational Education and Training (VET) fees are made up of

1. Tuition Fee
2. General Services Fee (GSF)
3. Materials Fee

1. Tuition Fee

For 2012 Tuition Fees refer to the Fees And Charges brochure on our website at www.holmesglen.edu.au or phone the Information Office on 9564 1555.

Fees for Students who are repeating units/subjects

If you need to repeat a unit/subject you may be required to pay the full fee rate. This applies also to students classified as Fees Maintenance.

Tuition Fee Concessions

Tuition fee concessions are available if you are enrolling in a Government Subsidised Place in a course below Skills Deepening, or in a Skills Deepening course and you are aged under 25 on 1 January 2012. There is no concession on the GSF or materials fees.

To be eligible for a concession fee you must hold a current

• Commonwealth Health Care Card (HCC)
• Pensioner Concession Card
• Veteran’s Gold Card, or
• Be a dependant of a card holder and be named on the card.

To be granted a fee concession you must bring your valid HCC to enrolment.

Students of Aboriginal or Torres Strait Islander descent are also eligible for a Tuition Fee Concession including Skills Deepening courses.
2. General Services Fee

The General Services Fee (GSF) which is 15% of the Tuition Fee is payable by all VET students. There is no concession on the GSF.

The GSF is a non-academic fee used to provide facilities, services and activities for direct benefit of Holmesglen students. Payment of the GSF does not confer membership of a student union.

3. Materials Fee

Materials fees are payable for VET courses but vary according to the requirements of the course. You will be required to pay at least $100 for a full time course or $50 for a part time course (less than 350 hours).

GST

Your course is GST free.
Paying Fees

Do I pay fees at enrolment?

Certificate, Apprenticeship and Traineeship courses – Yes

Diploma & Advanced Diploma courses – GSF and Materials Fees are payable on enrolment. Tuition Fees are payable by the Census Date for your Units of Study, and this will be explained at the Information Office.

Degree courses - Fees are payable by the Census Date for your Units of Study.

Failure to pay fees may result in your place being offered to another student.

How do I pay?

• Cash
• Cheque
• EFTPOS
• Credit Card (except American Express or Diners)
• Payment Plan (fees apply)

Diploma, Advanced Diploma and Graduate Certificate courses

As above, or

VET FEE-HELP (students enrolled as full fee paying or in fee for service programs pay a 20% loading)

Degree courses

Full Fee degree course
As above, or

FEE-HELP – a 25% loading applies

Commonwealth Supported Place Degree courses

(Bachelor of Nursing and Bachelor of Early Childhood Education)

Cash, cheque, EFTPOS, Credit Card (not Amex or Diners), or HECS

HELP Loans

VET FEE-HELP, FEE-HELP and HECS

To be eligible you must be an Australian citizen or hold a Permanent Protection visa, proof is required.

You must provide your Tax File Number.

HELP loans are income contingent loans which allow students to study and repay their loan through their taxes when their salary reaches a certain level, currently $45,000. The debt for the loan is with the Commonwealth Government.
Payment Plans

If you wish to apply for a Payment Plan you must bring

- Your BSB number
- Account number (from your bank statement)
- Name of your bank
- Name of bank branch where account was opened
- $40.00 establishment fee (non-refundable)

If you are under 18, a parent or guardian must sign a Guarantor Form.

Sponsored students (Invoicing)

If Centrelink or other agency or your employer is paying your fees you must bring to enrolment a written authority from the organisation authorising Holmesglen to invoice them for your fees.

For further details about fees, you should refer to the 2012 Fees and Charges brochure on our website at www.holmesglen.edu.au and go to the link About Fees.
If you have been offered a place in a Degree program the enrolment may differ from that outlined for VET students.

You should follow the process outlined in your letter of offer or contact the Higher Education Administrative Coordinator on 9564 1648.

In some degrees you may be enrolled in the appropriate VET program for the first part of your course and pay VET fees.

For an outline of 2012 fees you should go to our website at www.holmesglen.edu.au/programs/higher_education and follow the link to your course.

You will also be charged an Amenities Fee which is $263 per annum for a full time study load or $197 per annum for a part time study load. A Higher Education Loan Program (HELP) loan is available.

Details of payment options are outlined above.

Can I change my Enrolment?

There are deadlines to amend your enrolment.

Course below Diploma
Before the end of the 4th week from the commencement of the course.

Degree, Diploma and above courses
You must amend your enrolment before the Census Date for your units of study.

Can I get a refund of fees if I withdraw?
Yes, provided you withdraw from the course by dates above.
Refer to the 2012 Fees and Charges brochure for full details or contact the Information Office on your Campus.
Recognition of Prior Learning, Credit Transfer and Exemption

Holmesglen recognises previous study, work and life experiences outside formal education to gain credit for units or subjects.

Recognition of Prior Learning (RPL)
RPL is an assessment of the skills and knowledge gained through life experiences and work that relate to the study a student is enrolling for.

Credit Transfer (CT)
CT is a matching of units that have the same content as those previously studied in another course.

Exemption (EX)
Exemption is granted in higher education (degree) courses. Applications can be based on previous study and/or work experience.

Applications with supporting evidence must be submitted within the first 2 weeks of the course as applications must be processed and a decision made within 4 weeks of starting the course or by the Census Date for skills deepening and higher education courses.
After Enrolment

When does my course commence?
The starting dates for courses vary so you should check the date with your Department when you are discussing your subject choices. As a general rule most courses commence at the beginning of February.

Proof of enrolment
Keep your Confirmation of Enrolment. You will be required to show it to your teachers in class during the first week of classes.

Keep your Holmesglen ID card safe. It is required to borrow equipment, library resources, to enter exam rooms and proof of identity may be requested at any time whilst on campus.

Keep your Fees Receipt safe at home in case proof of payment is required.

When is orientation?
You will be given details about your course orientation program when you enrol. Our Recreation Office also arranges orientation activities for all students.

When will I find out about my timetable?
As an enrolled student your timetable is available through the Student Portal at www.holmesglen.edu.au check regularly for timetable changes.

When can I buy my books?
You will receive a booklist at orientation. There are bookshops on the Chadstone and Moorabbin campuses, and a temporary bookshop is set up at the Waverley Campus at the beginning of semester.

Can I access my enrolment details online?
You can find your personal, enrolment and assessment records on the Student Portal at www.holmesglen.edu.au. Click on Current Students and select the entry you want, enter your student ID number and password. You should ensure that your address, phone numbers and email address held by Holmesglen are kept current. You can change your details at any time.

Privacy
Holmesglen Institute is mindful of its obligations under the Information Privacy Act 2000 and the Health Records Act 2001 regarding information collected from students and staff. The Institute complies with both acts and provides processes to protect staff and students’ rights to privacy.
Services Available

Information Offices
There is an Information Office located at each campus. Staff can assist you with general enquiries, course information, lost property, fee payment and directions. The phone number is 9564 1640.

Chadstone Campus Building 1, Level 1
Monday to Thursday 8am - 7pm
Friday 8am - 5.30pm
Saturday 8am - 5pm
Sunday 8am - 1pm

Moorabbin Campus Building 4, Level 1
Monday to Friday 8am - 6pm

Waverley Campus Building 1, Level 1
Monday to Friday 8am - 6pm

During Enrolment Periods the Information Offices will be open for extended hours to assist students to meet timelines for fee payment. During term breaks the Information Offices on each campus are open Monday to Friday, 9.00am to 5.00pm.

Student Services
The Student Services Department is located at each campus. Student Services staff provide personal counselling, welfare advice, career counselling and assistance with employment, and medical services. Their Recreation Officers arrange student activities throughout the year. Pick up a Recreation information booklet whilst on campus to see what is available. Student Services may be contacted on:

Chadstone Campus 9564 1649
Moorabbin Campus 9209 5680
Waverley Campus 9564 6317

Academic Skills Unit
The staff in the Academic Skills Unit assist both international and local students in all aspects of language and learning. They may be contacted on:

Chadstone Campus 9564 1917, 9564 1719
Moorabbin Campus 9209 5780
Waverley Campus 9564 6316

Disability Support
The Disability Liaison Office can assist students who are disadvantaged due to a medical condition, illness or disability. You should contact one of our Disability Liaison Officers prior to enrolling to ensure you are able to access the assistance you may require. The phone numbers are:

Chadstone Campus 9564 1972
Moorabbin Campus 9209 5596
Waverley Campus 9564 6257
Campus Locations

CHADSTONE CAMPUS
Holmesglen Train Station

MOORABBIN CAMPUS
Moorabbin Train Station

WAVERLEY CAMPUS
Syndal Train Station

CITY CAMPUS
Shrine of Remembrance

Campus Locations
Chadstone Campus is located on the corner of Warrigal and Batesford Roads. Chadstone. It is on the Glen Waverley train line and Holmesglen station is adjacent to the campus. Buses on the 700 and 624 routes stop in Warrigal Road outside the campus.

Enquiries for:

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<td>General Course Information &amp; Enrolments</td>
<td>Information Technology</td>
<td>Corporate Suites</td>
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<td>Applied Sciences</td>
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<td>Painting &amp; Decorating</td>
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<td>Business Services</td>
<td>Plumbing &amp; Mechanical Services</td>
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The Moorabbin Campus is located at 488 South Road, Moorabbin. It is close to the Moorabbin Station on the Frankston railway line – approx 15 minute walk. Bus number 824 travels along South Road and stops outside the campus.
The Waverley Campus is located at 585 Waverley Road, Glen Waverley. It is close to the Glen Waverley Station on the Glen Waverley line.

bookstop

It is 10 minute walk. Bus route 623 stops outside the campus. Other buses travel near each campus. Refer to www.metlinkmelbourne.com.au for timetables and further information.
Chadstone campus
Batesford Road, Holmesglen 3148
T (03) 9564 1555
F (03) 9564 1606

City campus
332 St Kilda Rd, Southbank 3006
T (03) 9564 1555
F (03) 9564 1606

Moorabbin campus
488 South Road, Moorabbin 3189
T (03) 9564 1555
F (03) 9555 0060

Waverley campus
595 Waverley Road, Glen Waverley 3150
T (03) 9564 1555
F (03) 9564 6233

PO Box 42 Holmesglen 3148

Registrar’s Department correct at the time of printing November 2011. Details do not apply to Fee for Service courses or International Students.

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www.holmesglen.edu.au