

DOMESTIC STUDENT ENROLMENT PROCESS

1. You will complete the AFTT application (online at www.aftt.edu.au or ask Reception).
Note: You must be aged 18 years at the start date of an Advanced Diploma course. For a Certificate IV course, you may be under 18, but signed parental/ guardian approval is required for enrolment.
2. AFTT will confirm your audition/interview date, time, method (in person; Skype).
Acting course applicants will be sent the *ACTT Audition Booklet* to assist preparation.
3. You will complete the audition/interview.
4. It is an Australian Government requirement that domestic applicants must meet a minimum course entry standard for Language, Literacy and Numeracy (LLN) by providing either their HSC or equivalent, or by achieving a Reading and Numeracy Exit Level 3 through assessment. At the audition/interview, AFTT will check which arrangement applies to you, and will organise a pre-training LLN assessment if required.
5. Upon successful audition/interview, ACTT will issue a Welcome Pack including the Letter of Offer, Enrolment Form, Enrolment Acceptance Agreement, Unique Student Identifier (USI) Fact Sheet, RPL/Credit Transfer Kit, Semester 1 invoice and the VET FEE-HELP Application and information.
6. You will create a free Australian Government Unique Student Identifier (USI) at <http://www.usi.gov.au/Pages/default.aspx>. Record your USI on the Enrolment Form.
7. You will confirm your place by returning your Enrolment Form and Enrolment Acceptance Agreement. AFTT will acknowledge your enrolment.
8. If applicable, you will return your Recognition of Prior Learning (RPL)/ Credit Transfer application at least 21 days before the course start date so it can be processed in time.
9. For an Advanced Diploma course, eligible domestic students may receive tuition fee assistance through an Australian Government VET FEE-HELP loan. If you choose this option, complete the VET FEE-HELP Application and gather your proof of eligibility. Accepted forms of proof are: Australian birth certificate, passport or citizenship; NZ special category visa; or permanent humanitarian visa. Check www.studyassist.gov.au. You must provide AFTT with either your original document for verification or a certified copy. Refer to the *AFTT Guide for Certifying Documents* at www.aftt.edu.au.
10. You will return your VET FEE-HELP Application with documented proof of eligibility, or pay the Semester 1 tuition fees no later than 14 days prior to the course start date.
Note: The VET FEE-HELP Application must be submitted at least 2 business days after enrolment to allow a 'Cooling-Off' period.