

Notification of enrolment process

As a provider of Smart and Skilled funding we must only carry out notification of enrolment via the portal in accordance with the following notification of enrolment process.

(Consent) first we must obtain the consent of the Prospective Student to the Department's use of the Prospective Student's information by:

- (i) The Prospective Student signing or electronically accepting (including by ticking a check box) a consent form that includes wording set out in Schedule 1 of the Smart and Skilled Operating Guidelines.
- (ii) The Prospective Student verbally providing consent provided that a consent statement is recited to the Prospective Student or is made available for the Prospective Student to read.

If the Prospective Student does not provide their consent, we as the provider cannot proceed with the notification of enrolment process.

(Provider Calculator) we must use the Provider Calculator to validate eligibility, input detail of an Credit Transfers or Recognition of Prior Learning and generate details of the Fee chargeable and the applicable Subsidy together with any Loadings (if applicable). We as the Provider must provide the Prospective Student with the details of the Fee chargeable.

(Notification of Enrolment Report – Provider Copy) We as the provider must generate and maintain a hard copy or electronic copy of the Notification of Enrolment Report – Provider Copy that can be referred to where the Fee and Subsidy is adjusted after the Commitment ID is issued.

(Prospective Student declaration) we must confirm that the Prospective Student has signed or electronically accepted a declaration confirming:

- (i) All information provided by the Prospective Student to us in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.
- (ii) The Prospective Student is aware of any subcontracting arrangements (if applicable)
- (iii) The Prospective Student has been provided with the details of the Fee chargeable and the Student Information.

Successful completion of the Notification of Enrolment Process will result in the issue of a Commitment ID. The Notification of Enrolment Process may be carried out before, after or simultaneously with our enrolment process.

