Enrolment guide
Diploma of Family History
NEW STUDENTS Please start on page 2 “Apply”

CONTINUING STUDENTS Please start on page 8 “Enrol in units”
If you have already studied a unit in the Diploma, you can skip to the enrolment section on page 8

Sign up as a ‘New Applicant’ (blue box). Your application will be for R2H Diploma of Family History. This is the name of the course you are applying to study. Once you have been admitted to the course, you can enrol in the units you wish to study, such as Introduction to Family History and Convict Ancestors. Make sure to

- Apply for the course intake that matches the unit you want to complete i.e. Winter school (late) for HAA003 Introduction to Family History in 2020.
- Note down the email address and password you choose as you will need these to check on the status of your application.

Applications for Courses and Scholarships

[Email address]

[Password]

Forgot password?

SIGN IN

or

NEW APPLICANTS SIGN UP
RECEIVE AN OFFER

Once your application has been processed, you will receive an email offering you a place in the course R2H Diploma of Family History. Alternatively, you can visit eApplication to see if you have been made an offer or view the status of your application. Follow these instructions to accept your offer. If the unit you wish to study is starting soon and you haven’t received an offer, please email ASC.Contact@utas.edu.au or phone (03) 6226 6365.

COMPLETE AN ECAF

If you are a new student in the Diploma of Family History, you need to complete an electronic Commonwealth Assistance Form (e-CAF). All students are required to complete this form, even if you are studying units with a full HECS scholarship.

Log into e-student using your UTas username and password. Your login details and student ID number will be emailed to you once you have accepted your offer.

Click on the fees tab to complete the form.
Click the Commonwealth Assistance tab

Complete the Request for a Commonwealth supported place and HECS-HELP loan. In 2020, foundation level units in the Diploma of Family History are covered by a full scholarship for all students. If you think you may wish to defer the cost of your remaining units onto a HECS-HELP loan you will need to supply your TFN. Please be assured that regardless of whether you supply a TFN or not, you will not be charged or incur any debt for foundation level units in 2020.
If you are supplying your TFN enter it here and continue to section 13.

If you are not supplying your TFN, select this box. Then leave blank the first two questions in section 13.

All students must tick these three boxes:

1. You declare that:
   - the information on this form is complete and correct and you can produce documents to verify this if required.
   - you have read and understood the Notes at the end of this form.
   - you have read the Commonwealth supported places and HECS-HELP Information booklet and you are aware of your obligations as a Commonwealth supported student.

2. You understand that:
   - you must either make a full upfront payment or provide your TFN (or the certificate from the ATO) to your provider on or before the census date otherwise your enrolment as a Commonwealth supported student in the unit(s) of study will be cancelled.
   - if your eligibility for a CSP and/or a HECS-HELP loan changes, you must notify your provider.
   - by submitting this form, you consent to the collection, use and disclosure of your personal information as outlined in Note 5.
   - giving false or misleading information is a serious offence under the Criminal Code Act 1995.

Go to Item 14.

14. Declaration

I Agree

The fine print: this is important information you need to know about:
- completing your form,
- your CSP, and
- your HECS-HELP loan (if applicable).
If your form has been completed correctly, you will see the below message. If you have made a mistake, you will receive an error message indicating the fields that need correcting.

Commonwealth Assistance Forms > Submit Form Confirmation

Success
The Request for a Commonwealth supported place and a HECS-HELP loan form has been successfully submitted and approved.
Consider completing an SA-HELP form if you are eligible to defer your SSAF fee and wish to do so. Select "Return to Choose a Form" below to locate the SA-HELP form.

PARENT/GUARDIAN EDUCATION DETAILS

Everyone must complete the parent/guardian education details form before enrolling. This is a compulsory Government reporting question that UTas is required to include.

Return to the e-student home page and click the study tab. Then choose manage study plan from the options on the left.
You will receive the below message. View the terms and conditions and confirm your parent/guardian highest educational attainment details.

You will see this form when you view the terms and conditions. Tick to accept and then click save.

When completing the parent/guardian education details you need to select the “click here to update” button before you can enter the number of parents/guardians you have.
Answer the questions and click save changes.

ENROL IN UNITS

Return to manage study plan. Click the + next to expand all

Click choose
Which units can I enrol in?

You need to complete 8 units in the Diploma. These can be made up of 4 or 5 foundation level and 3 or 4 introductory level. One of your introductory level units can be an elective.

Scroll down to find this box. You can enter a unit code or title, or just click search to bring up a list of all units available.

Scroll down to view a list of units available. These are separated into foundation, first year electives and first year units. Find the unit you want to enrol in and click add to study planner.

If you’ve already passed the unit, you will get this message.
Writing Family History has now been added to the study plan. You can repeat this step to add other units, or scroll down and click save changes on Study Planner.

You will be taken back to your study plan where the unit will now be planned. Tick to enrol then scroll down and click next.

Then click next

When does my unit start?

Our family history units run in study periods including Spring School and 11 Week April. You can check the key dates for your study period, or all start dates for our family history units.

Make sure you’re happy with your enrolment then confirm.
CONTACT US

Need help or want to check you’re enrolled? Get in touch with UConnect.

Contact UConnect!