

Submit your application

Ways to apply to TAFE...

The program you choose will generally determine how you apply to study with us. There are two main ways to apply with us and by contacting the Customer Service Centre of the campus you wish to study through, we can let you know the most appropriate option for you.

1 Direct entry

Applications for part-time Diplomas and Advanced Diplomas, most Certificates, short programs and fee-for-service programs can be made directly to Southern Queensland Institute of TAFE.

Call in or phone your nearest SQIT location for an application form or on-line at www.sqit.tafe.qld.gov.au

2 QTAC

We use the admission systems of the Queensland Tertiary Admission Centre Ltd for full-time Diplomas, Advanced Diplomas and some Certificates in key study areas. Details of available programs are listed in these latest publications: QTAC Guide and Guide for TAFE entry through QTAC.

There are two yearly intakes: May closing date for July start, September closing date for February start (late applications may be accepted at an additional cost).

There are several ways to lodge an application with QTAC. Applications for full-time Diploma programs must be made through Queensland Tertiary Admissions Centre (QTAC), PO Box 1331, Milton QLD 4064. Phone: (07) 3368 1166.

Late applications will incur a fee.

Visit the QTAC website for applications and further information www.qtac.edu.au

The QTAC Guide is provided to all Queensland Year 12 students and sold at selected newsagents. The Guide for TAFE entry through QTAC is also sent to all Year 12 students.

TAFE programs with minimum age requirements require the applicant to reach the minimum specified age by 31 January in the year offers are made.

3 Other options

Most of our art programs at Advanced Diploma/Diploma level require folio submission for entry. For more specific information regarding folio requirements, please contact us.

For students without an Overall Position (OP) from senior schooling, selection will be based on achievement in all previous study recorded on the Senior Certificate, together with any relevant paid work experience equivalent to six months of full-time employment. Applicants without Queensland Year 12 or its equivalent will be assessed on their vocational and educational qualifications as per QTAC standard assessment procedures.

Alternately, you may sit a STAT test. This is an option which can create or upgrade a ranking for QTAC applications.

A number of TAFE Diploma and Advanced Diploma programs have Certificate level study embedded within them. So, if you are unsuccessful in gaining an offer to a Diploma program, consider applying at the Certificate level of the program. That way, you are still studying in the area of your choice, you increase your chances of gaining admission to the Diploma in future intakes, and you will gain credit towards the Diploma for the work you complete.

Some programs are more popular than others and therefore entry is more competitive. It is a good idea to look at the cut-off level for a particular program across different institutes.

Any Vocational Education and Training (VET) study completed at school may gain you credit in your chosen program, so you should nominate any previous VET study when you apply.

International student tuition fees

If you are an international student, you will be required to have paid all program fees up-front before you commence your program by the date indicated on your letter of offer.

How do I enrol?

Once you have been accepted into Southern Queensland Institute of TAFE, there are a few easy steps to complete before your first class or assignment. We have enrolment staff at each of the nine SQIT campuses providing a range of services to students including processing student enrolments, changes to enrolments and time-to-pay services. Drop in to see us or get on-line to start your TAFE journey.

Personal Details Form

If you are a new student, complete a New Student Personal Details Form. If you are a re-enrolling student complete the Continuing Student Form. Make amendments where necessary.

What I need to know about enrolling...

Confirmation of enrolment

Make sure you check your enrolment information before the first day of class. You need to show your "Confirmation of Enrolment" receipt to the teacher at your first lecture to guarantee entry to class. Changes can be made however with our enrolment staff.

Costs

TAFE students do not pay HECS fees and because most programs are Government subsidised. They are considerably less expensive than programs offered by universities or private training providers.

Government-funded programs: Training programs based on tuition and student services fees. Concessions may be available in some situations.

Additional resource costs will vary from program to program.

Note: Under the Senior Phase of Learning the fees for tuition and amenities are waived by the Institute Director if the program has been arranged through the TAFE Schools Consultant, has the School Principal's signature verifying the SET Plan has been aligned to the study outcomes, and the student is aged 15 or older.

User-Choice programs: Publicly funded training programs where apprentices/trainees and employers choose a Registered Training Organisation.

Fee-for-service programs: Training programs where the user pays for the training.

Fees and payment options

Fees must be paid at time of enrolment or you can apply for a payment plan. Enrolment fees are listed on your Enrolment Selection Form. Refer to your Letter of Acceptance OR information provided by faculty staff for how and when you will receive your form(s). Full fees apply unless you are eligible for a concession.

An estimate of program fees can be provided on enquiry through the campus you will be undertaking your program (although actual fees are unable to be confirmed until enrolment).

The majority of fees are included in the program price on the Enrolment Selection Form. However, you may need to pay for extra requirements (e.g. uniforms and textbooks).

Details of these are listed in your uniform/equipment list and/or book list.

The preferred method of payment is in full upon enrolment. This method of payment may include cash, cheque or credit card.

Bpay is also available for payment of all accounts.

Concessions

Fee concessions (reduced fees) are available to particular categories of students studying particular programs.

Students can make application for concession at the time of enrolment and must provide relevant details and the necessary documents to apply.

Note: If concessions are not applied for and received at the time of enrolment, no subsequent approval or adjustments can be sought.

Late enrolments

Late fees may be charged for enrolments received after the last day of the enrolment period.

Enrolment options...

In person

Submit completed New Student Personal Details Form and Enrolment Selection Form at one of our administration service areas. Payment can be made by credit card, cheque, money order, EFTPOS or cash.

Mail/Fax

Mail or fax your completed New Student Personal Details Form and Enrolment Selection Form to the SQIT location you are undertaking your studies through. Payment can be made by credit card, cheque or money order.

For health and pensioner concession card holders you will need to fully complete the Centrelink Concession Validation Consent on the Enrolment Selection Form to be eligible for the concession fee.

Phone

All continuing students and full-fee paying new students are able to enrol by phoning the campus the program is being undertaken through. For all phone enrolments fees are required to be paid by credit card at time of enrolment.

To enrol now at the Southern Queensland Institute of TAFE in 2010 or for further information...

Visit or telephone the Customer Service Centre at a campus near you;

Toowoomba (07) 4694 1600

Warwick (07) 4660 4600

Stanthorpe (07) 4685 5000

Dalby (07) 4669 9999

Chinchilla (07) 4669 1205

Roma (07) 4620 4200

Kingaroy (07) 4160 4400

Nurunderi (07) 4169 9999

Charleville (07) 4654 4900

or visit our website and access the Course Finder at www.sqit.tafe.qld.gov.au
or email sqit.enquiries@deta.qld.gov.au

Disclaimer:

While every effort has been made to ensure that the information in this publication is accurate, changes may occur at any time. Programs may be cancelled if insufficient applications are received or government funding is withdrawn. All information is current as of July 2009 and may be subject to change. Go to www.sqit.tafe.qld.gov.au or your local campus to get the most up-to-date information. Published July 2009.

Helpful Links

SQIT:

www.sqit.tafe.qld.gov.au

Queensland Tertiary Admissions Centre (QTAC):

www.qtac.edu.au

Centrelink:

www.centrelink.gov.au

Department of Education and Training

www.det.qld.gov.au

TAFE Queensland:

www.tafe.qld.gov.au

