



# Pre – Printed Enrolment Application Form Guide

(TAFE Division)

## 1. Purpose

The Pre-Printed Enrolment Form is relevant to on-shore delivery only. This guide describes when a Pre- Printed Enrolment Application Form should be used.

## 2. Definitions

**APTUS:** The University of Ballarat's TAFE Division student management system.

**Enrolment Variation Form:** Form used when making changes to a student's enrolment, including the addition of units to the student's course of study and changing groups.

**Enrolment Application Form (Regular – Coloured):** Form used for an enrolment and can be found of the intranet <http://www.ballarat.edu.au/aasp/student/admin/tafe/policies/SAdmintafe.shtml> and from Student Administration.

**Enrolment Application Form (Pre - Printed):** Form used when a student is enrolled in a current calendar year and wants to enrol in another course in the same year. Student's details in APTUS are generated onto the Pre-Printed Enrolment Form. The form is found in APTUS, "Student Details" screen, "Pre-Print Enrol Form" button.

## 3. Existing student enrolment – what form should be used?

Student enrolled in current calendar year?	Course Name/ Syllabus Code?	Form to use	Where to find form /generated from
Yes	Same	<b>Enrolment Variation Form</b>	Individual Student's APTUS record 'TAFE Enrolments' screen
Yes	Different	Pre-printed <b>Enrolment Application Form</b>	Individual Student's APTUS record 'student' screen,
No	Different	Regular (coloured) <b>'Enrolment Application Form'</b>	Forms available at Student Administration

**Warning - Uncontrolled when printed! The current version of this document is kept on the UB website.**