This declaration applies to all IT courses at OTEN

Tick all boxes and sign the declaration to confirm your agreement. The accuracy and completeness of the declaration will be assessed by OTEN.

Attach this completed IT Enrolment Declaration to your OTEN Enrolment Form otherwise your enrolment application will not be approved. Keep a copy of all forms submitted.

I understand and agree that:

I will read my “Welcome” email and the attached documents which outline all the units in my course and student information for studying IT at OTEN.

I must show active participation continuously throughout my course. Active participation is shown by:
- Accessing my units on the Online Learning Support website
- Submitting assessments
- Contacting the IT helpdesk regularly
Failure to show active participation may result in my re-enrolment application for this course being rejected.

My Confirmation of Enrolment letter lists the units that I am initially enrolled in. This may not be all the units in my course.

To enrol in more units I must contact the IT Help Desk either by phone or email and request units be added to my enrolment. This will depend on satisfactory progress in the units I am enrolled in.

It is my responsibility to monitor my course progress, through TAFE Student E-Services, to ensure that I have completed all units for the course. I will use my Learning Program which is found at the Course level on the OLS to record my progress.

I understand that there is a recommended maximum time to complete my course with OTEN. If I exceed this time frame my re-enrolment in my course is not guaranteed.

Receiving Centrelink payments?:
Centrelink may require me to complete my course in a time frame different to that specified by OTEN. It is my responsibility to confirm any such time restrictions and to complete my course to meet Centrelink requirements.

DECLARATION:

I agree to all items in the IT Enrolment Declaration.
The information I have provided is true and correct.

Name: __________________________ Course: ____________
Signature: __________________________ Date: ____________