

# APPLICATIONS AND ENROLMENT PROCEDURES

## 2.1 CURRENT DOMESTIC MACQUARIE STUDENTS (FEE-PAYING OR COMMONWEALTH SUPPORTED)

Procedures	Details
Step 1	<b>Select either 1 or 2 units</b> from the Schedule of Units in the Summer Handbook or the Units Available on the Summer Website ( <a href="http://www.coe.mq.edu.au/Timetable.htm">http://www.coe.mq.edu.au/Timetable.htm</a> )
Step 2	<b>Check the units do not clash and you will meet any prerequisites</b> as listed in the handbook or at <a href="http://www.coe.mq.edu.au/Timetable.htm">http://www.coe.mq.edu.au/Timetable.htm</a>
Step 3	Calculate the total tuition fees for units selected
Step 4	<p><b>Apply online for Fee-Help if required and eligible.</b></p> <p>If not seeking Fee-Help proceed to Step 5.</p> <p>Fee-Help is available for eligible students, wanting assistance to pay fees via the Fee-Help Scheme. More information is available at <a href="http://www.reg.mq.edu.au/undergrad/current/feescharges/dfp.htm#feehelp">http://www.reg.mq.edu.au/undergrad/current/feescharges/dfp.htm#feehelp</a></p> <p><b>NB:</b> <i>Fee-Help on undergraduate units incurs an additional loan fee of 20% of the total fees and is added to the Commonwealth Assistance Notice distributed after the Census Date.</i></p> <p><b>NB:</b> <i>To proceed with the eCAF you need your Tax File Number (TFN)</i></p> <p><b>NB:</b> HECS-HELP is not available for Summer units</p> <p><b>Submit an eCAF (FEE-HELP Form) if you have not already done so, for your award course.</b> To do this log into eStudent (<a href="https://student1.mq.edu.au">https://student1.mq.edu.au</a>), select 'Summer Session ONLY (FEE-HELP)' tab. Follow the prompts to choose the course against which you want to enter a CAF for requesting Fee-Help. Complete and submit the CAF.</p>

	<p>Students can check in eStudent if the CAF is approved. If your CAF is not approved, you will be advised, and you will then need to pay your fees (Step 6) after enrolling in Step 5.</p>
Step 5	<p><b>Enrol in units online (from 16 Oct – 22 Dec 2008)</b> via eStudent <a href="https://student1.mq.edu.au">https://student1.mq.edu.au</a>.</p> <p><b>NB:</b> Fees are due on the day of online enrolment, unless deferred via Fee-Help.</p> <p><b>NB:</b> Enrolments between 22 December 2008 and 2 January 2009 will attract a \$200 late enrolment fee and be subject to unit availability and class quotas.</p> <p><b>NB:</b> No enrolments will be possible after 2 January 2009.</p> <p>After logging into eStudent go to 'My Enrolment' and follow the prompts to add the units, selected in Step 1, to your program. Units available will have a study period of 'Summer' and year of '2009'.</p>
Step 6	<p><b>Pay Tuition Fees now due.</b></p> <p><b>NB: Failure to pay fees by the due date (day of enrolment) will attract a late payment fee (\$200) and a fee sanction.</b></p> <p><b>NB:</b> Include an additional \$200 if enrolling between 22 December 2008 and 2 January 2009 to cover the late enrolment fee.</p> <p>Go directly to Online Payments at <a href="http://onlinepayments.mq.edu.au/">http://onlinepayments.mq.edu.au/</a> and pay, by credit card, the amount calculated at Step 3.</p> <p>Other payment options are available at 'How to Pay' - <a href="http://www.ofs.mq.edu.au/student_finances/paying_fees.htm">http://www.ofs.mq.edu.au/student_finances/paying_fees.htm</a>.</p> <p><b>NB:</b> Pay your fees immediately even though the liability for summer units may not show on the Statement of Outstanding Charges for up to several days after enrolment. This delay on viewing your Summer Program debt is a consequence of liability options such as Fee-Help, but the <b>due date remains the date of enrolment.</b></p>

Step 7	<b>Confirmation of Enrolment and Changes of Program</b> – can be made via eStudent - <a href="https://student1.mq.edu.au">https://student1.mq.edu.au</a> <b>NB:</b> <i>Changes of program may require an immediate fee payment</i>
Step 8	<b>Regularly check the Summer Program</b> website for updates to Unit Information prior to classes commencing - <a href="http://www.coe.mq.edu.au/Timetable.htm">http://www.coe.mq.edu.au/Timetable.htm</a>