Guide to applying and enrolling

UTAS – CPEE Programs

Step 1 - Get Prepared Before You Start

Talk to CPEE about what you would like to do.
Information about the programs offered are available in the CPEE Handbook and on their website at http://www.pavementeducation.edu.au. Make sure you understand the costs involved, time required and census date obligations.

Choose your program and complete the online admission and enrolment form.

Have your Tax File Number ready if you have one.
You need to complete a Commonwealth Assistance Form (CAF).
You need to complete a CAF if you are a Domestic commonwealth supported student. CPEE will have CAFs available for you to complete. Note: if you are an international student you are not required to complete a CAF.

Step 2 – Send your completed forms to CPEE.

CPEE will approve your eligibility
CPEE will need to see and approve your application and documentation.
This includes a completed CAF, citizenship documentation, Visas and other relevant documentation. CPEE will liaise with UTAS to approve and process your application and enrolment.
Step 3 - Wait for your application and documentation to be approved by UTAS. Once you are enrolled we will send you information about your enrolment and using your UTAS account.

Then you can check your enrolment and invoice through the Current Details page in eStudentCentre.

**TIP:** Your invoice is only available online. You must access eStudentCentre to find your invoice and payment options.
You will receive your **UTAS Email Account Username and Password** by mail.

Your **UTAS Email Account Username and Password** is provided after you are enrolled. UTAS will communicate with you using your UTAS Email Account Username and Password. You use your Email Account Username and Password to access webmail and eStudentCentre.

Remember to check your UTAS email regularly: [https://webmail.utas.edu.au/](https://webmail.utas.edu.au/)

You can log on to eStudentCentre.

*eStudentCentre* is where students confirm and view their enrolment, update personal details, retrieve an invoice and access results.

Your fees invoices are available only from your eStudentCentre account.

You can get your invoice from eStudentCentre if you are going to pay upfront.

Need more information?

*Ask Student Centre*

For more information about CPEE, including details of the academic programs offered:

*Suite 6, 935 Station Street,*  
*BOX Hill North, Victoria 3129*  
*Tel: (03) 9890 5155 (international prefix + 61)*  
*Fax: (03) 9890 5255 (international prefix + 61)*  
*Email admin@pavementeducation.edu.au*
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Login to eStudentCentre

When you are ready to check and confirm your enrolment go to UTAS home page, select Current Students and login.
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Login to eStudentCentre

This is the login page. Login using your UTAS Email Account
Username and Password
When you first login to eStudentCentre you will see the **Home** page.

This page provides news and information as well as frequently used links.
The menu at the side of the screen provides access to your enrolment, fees, exams and graduation details.

Simply click on the heading to access the area you want.

Further information on navigating and using eStudentCentre is available from the eTours page.
The menu at the side of the screen provides access to your enrolment, fees, exams and graduation details.

Simply click on the heading to access the area you want.

**TIP:** If you need to complete a CAF and want to do this online you can select eCAF from the left hand menu. You must complete the CAF before you start your study.
The menu at the side of the screen provides access to your enrolment, fees, exams and graduation details.

Simply click on the heading to access the area you want.

**TIP:** If you need to complete a CAF and want to do this online you can select eCAF from the left hand menu. You must complete the CAF before you start your study.

**TIP:** Your invoice is only available online. If you want to pay upfront then you must access eStudentCentre to find your invoice and payment options.