Click here to complete an application form for Z1K Diploma of Sustainable Living. This is the name of the course you are applying to study. Once you have been admitted to the course, you can enrol in the units you wish to study, such as Science of Gardening and Sustainable Design for Houses. Make sure to note down the email address and password you choose as you will need these to check on the status of your application.

Once your application has been processed, you will receive an email offering you a place in the course Z1K. Alternatively, you can visit eApplication to see if you have been made an offer or view the status of your application. Follow these instructions to accept your offer. If the unit you wish to study is starting soon and you haven’t received an offer, please email ASC.Contact@utas.edu.au or phone (03) 6226 6365.
Now that you have accepted your offer, it’s time to enrol in your units. **Log into e-student** using your UTas username and password. These will have been emailed to you along with your Student ID number. If you have not received these, please email [ASC.Contact@utas.edu.au](mailto:ASC.Contact@utas.edu.au) or phone (03) 6226 6365.

After logging in you will see the screen below. Before you can enrol in units for Z1K Diploma of Sustainable Living you must complete an online Commonwealth Assistance Form (eCAF). Even though the first four units of the Diploma are covered by a scholarship, you are still required to complete an eCAF before you can enrol. Click on the fees tab to complete the form.
Click the Commonwealth Assistance tab

Click Add New

Complete the Request for a Commonwealth supported place and HECS-HELP loan. The tuition fee for the first four units in the Diploma of Sustainable Living is covered by a scholarship for all students. If you think you may wish to defer the cost of your remaining units onto a HECS-HELP loan you will need to supply your TFN. Please be assured that regardless of whether you supply a TFN or not, you will not be charged or incur any debt for the first four units.
If you are supplying your TFN enter it here and continue to section 13.

If you are not supplying your TFN, select this box. Then leave blank the first two questions in section 13.

All students must tick these three boxes.
If your form has been completed correctly, you will see the below message. If you have made a mistake, you will receive an error message indicating the fields that need correcting.

**Commonwealth Assistance Forms > Submit Form Confirmation**

- **Success**
  - The Request for a Commonwealth supported place and a HECS-HELP loan form has been successfully submitted and approved.

  Consider completing an HECS-HELP form if you are eligible to defer your STAPP fee and wish to do so. Select "Return to Choose a Form" below to locate the SA-HELP form.

- **Study Plan**
  - 216: Diploma of Sustainable Living, Version 1: Attempt 1

- **Form Type**
  - Request for a Commonwealth supported place

- **Status**
  - Approved

- **Date Submitted**
  - 30/05/2015

- **Time Submitted**
  - 4:21 PM

Return to the home page and click the study tab. Then choose manage study plan from the options on the left.
You will receive the below message. View the terms and conditions and confirm your parent/guardian highest educational attainment details.

**Z1K Diploma of Sustainable Living - Study Plan Details**

You must perform the following actions to activate your study plan BEFORE you will be able to enrol:

- View the Institution Terms and Conditions.
- Confirm your Parent/Guardian highest educational attainment details.

There are no components available for enrolment.

**Institution Terms and Conditions (Version: 005)**

Read this declaration carefully

You will see this form when you view the terms and conditions. Tick to accept and then click save.

When completing the parent/guardian education details you need to select the “click here to update” button before you can enter the number of parents/guardians you have.
Answer the questions and click save changes. Please note that this is a Government reporting question and must be answered by all students regardless of age.

Return to “manage study plan”. Click the + next to expand all.

First you need to choose your area of specialisation. You will choose two areas of specialisation in your Diploma of Sustainable Living. Different units are available under each specialisation. You can view the specialisations and units available on the course website. Initially you only need to choose one specialisation- you can decide on the second one later. Science of Gardening, Science of Gardening 2 and Sustainable Design for Houses are all available under Environment, Ecology and Planet. Click choose under “Choice of two specialisations”.

Choose

### Z1K Diploma of Sustainable Living - Study Plan Details

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the “Expand All” link. Use the “Choose or ‘Change’ links down the right hand side to start adding units to your Study Plan.</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>2</td>
<td>Order units are planned and a study period chosen for each, use the checkboxes to select your planned units for enrolment, and then click the enrol button.</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
</tbody>
</table>

Filter which availables appear in this list

- All Years
- All Study Periods
- Education

There is 1 component available for enrolment.

Expand All | Collapse All
Click “add to study planner” next to the specialisation you wish to add. This guide uses Environment, ecology and planet as an example.

Then click “save changes on study planner”.

You will return to your study plan with the specialisation added. Click the + to expand.
Click “choose” under “choice from unit list”.

Choose your unit and click “add to study planner”. This guide uses *Science of Gardening* as an example.

Then scroll down and click “save changes on study planner”.

![Image of the study planner interface with highlighted options](image-url)
Your unit will now be added to your study planner as “planned”. Tick enrol then click next.

If you would like to check that you have been enrolled, feel free to email ASC.Contact@utas.edu.au or call (03) 6226 6365. The Contact Team are happy to help with any questions you may have.