



**Queensland**  
Government

## Web Enrolment Form

**To enrol online, visit our website at <http://www.southbank.edu.au/howtoenrol>**

Then follow the links to Student Self Service.

To enrol you'll need your Delivery Package details as set out below.

**Delivery Package Name:** Certificate III in Hospitality Management  
**Delivery Package Number:** 251166D  
**Authorisation code:** 3RV6W2

Please Note: Fee for Service/ Food Safety Supervisor Online In order to meet program requirements, students MUST enrol into all four courses.

Program Name: Cert II in Food Processing  
Plan Name: 1710 Food Processing

Program Name: Certificate II in Retail  
Plan Name: 2267 Retail

Program Name: Certificate III in Hospitality  
Plan Name: 2385 General

Web enrolments for this delivery package will only be available until **01 February, 2011**

### Enrolment Instructions

1. Read the website terms and conditions.
2. Logon to Student Self Service website. If you have not used the website before, you will need to register for access. Your user id and password will be emailed to you after registering.
3. Click the 'Enrol' link under 'My Academics', read the instructions on each page to take you through your enrolment.
4. At the end of the enrolment process, ensure you print and/or email yourself a copy of the Enrolment Confirmation for your records.
5. If you have paid by credit card, your receipt will be available via the 'Report Manager' link on Student Self Service.
6. Once you are finished using the website, please remember to logout and close the browser window.

For further assistance regarding Internet enrolment contact Southbank Institute of Tech during business hours on 13 72 48.