Getting your offers

All offers for course applications through VTAC are provided online. You can view offer notifications at the dates and times shown above in the ‘Course Offers’ section of your VTAC user account (www.vtac.edu.au/account). You will need your VTAC ID and PIN to login.

VTAC will also send you an email. You can view and update your email address in the ‘Personal Details’ section of your VTAC user account. VTAC no longer sends offer letters to postal addresses.

Newspapers may also publish your offers if they have your permission. You can view and change your ‘Newspaper offer publication choice’ in the ‘Course application’ section of your VTAC user account.

About the VTAC offer process

What is a provisional offer?

Offers for tertiary places are made by course authorities at the institutions. Offer details are provided to you via VTAC. All offers are provisional, this means your place in the course is subject to you:

- meeting eligibility requirements
- having provided full and correct information on your application
- attending enrolment, as specified in your offer message.

Receiving an offer does not confirm your enrolment in the course. You must accept the offer with the institution to secure your place.

Accepting an offer

To secure your place, you must follow the instructions in your offer message. In some cases you may be required to attend enrolment in person on a specific date and time. If you accept an offer, it’s still possible for you to receive future offers.

‘Accepting an offer does not stop the offer process and does not reduce your chances for future offers’.

You should only decline an offer if you are absolutely certain you wouldn’t take the course even if you don’t receive any other offers. To decline an offer, you don’t need to do anything. If you do not enrol in the course on the date and time specified in your letter, your offer will automatically lapse. The place that was offered to you will become available for someone else in a future round.

Can I defer my place?

If you have received an offer for a course that you are happy to undertake but you don’t want to start straight away, you might be able to defer your place until the next semester or the next year. Not all institutions allow deferment. So to find out if it is possible and what you need to do to defer, you should check with the institution. In most cases, to formally defer your place, you will need to submit your request in writing and you may need to complete an official form. In some cases, you may even need to attend enrolment.

For deferment policies at various institutions, see the VTAC website (www.vtac.edu.au/courses-inst/institutions/deferment.html).

What if I get a better offer later?

If you have enrolled in a course and later receive an offer that you prefer, you can accept the new offer and enrol in the course. However, you must withdraw your enrolment for any previous offer.

If you need to withdraw your enrolment, you must contact the institution for instructions. To formally withdraw, you generally need to submit your request in writing and you may need to complete an official form.

Don’t reject an offer just because you are hoping for a better one in the next round, there are no guarantees that you’ll receive another offer.
In most cases you will be able to receive a refund of the fees you have paid. However, just be aware that some institutions charge an administrative fee for this process.

**Offers in other rounds**

Don’t panic if you haven’t received the offer you were hoping for or if you didn’t pay your processing fee. You may still be eligible for future offers.

**Did not pay your VTAC processing fee?**

If you have registered with VTAC and submitted a course application, but not paid your processing fee you won’t have received an offer in this round. However, there is still hope.

By going into your User Account and paying the VTAC processing fee you will be able apply for a negotiated offer and possibly a supplementary offer.

While there are no guarantees and the processing fee is non-refundable this opportunity provides you with a chance to go onto tertiary education this year. For further information about how to apply for a negotiated offer, read on. For more information about eligibility for a supplementary offer refer to the relevant section of this supplement.

**Negotiated offers**

A negotiated offer is an option to request an offer for a course that you won’t be considered for in the regular offer process.

Not all courses accept negotiated offer requests, so it’s important to check if the course you want does.

**Which courses?**

To find out if the course you want accepts negotiated offer requests see the VTAC website (www.vtac.edu.au). For further information about availability of negotiated offers, you can contact individual institutions.

You can find institution websites and contact details on the VTAC website.

You can apply for a negotiated offer for one of the following:

- a course listed lower on your application than an offer you have received
- a course not listed on your application

**What are my chances?**

Your chances of receiving a negotiated offer depend on whether there are still places available, whether you meet the selection criteria and whether selection authorities are willing to make you an offer.

**Choose carefully**

If your negotiated offer request is approved, you cannot submit another request and you won’t be considered for any other preferences on your VTAC course application.

**When to apply**

You can apply for a negotiated offer in undergraduate courses from 9am Monday 20 January 2014.

**How to apply**

First you must ensure that you meet the requirements for the course.

Next you must check the list of available courses on the VTAC website, then contact the selection officer for the course to find out whether there are any places available and whether they are prepared to consider making you an offer. At this stage you should also check the final date they will accept applications for a negotiated offer and if the selection officer requires any documentation. Then you must complete the negotiated offer request in your VTAC user account (www.vtac.edu.au/account).

**What happens next?**

If you apply for a negotiated offer, your request is forwarded to the course selection officer to consider. You can track the progress of your negotiated offer request via your VTAC user account (www.vtac.edu.au/account).

- **Pending status**: If the status of your negotiated offer request is ‘Pending’, it is still awaiting a response from the selection officer. While your request is ‘Pending’ you can choose to remove it and submit another request for a different course or you can wait to be considered for higher preferences on your course application. You can only have one negotiated offer request ‘Pending’ at any one time.
• **Rejected status:** If the status of your negotiated offer request is ‘Rejected’, you will not be offered a place in that course. You can submit another request for a different course or you can wait to be considered for higher preferences on your course application.

• **Approved status:** If the status of your negotiated offer request is ‘Approved’, you will be offered a place in that course in the next round of offers. If your negotiated offer request is approved you will receive an offer message in your VTAC user account in the next offer round.

**Round 2**

If you applied for courses with VTAC course codes ending in 1, 2 and 4, you will automatically be considered, in Round 2, for:

- preferences listed higher than an offer you’ve received, or
- all preferences if you haven’t received an offer

Note: If you want to be considered for preferences which are listed lower on your VTAC course application than an offer you have received or a course that is not on your list of preferences, see ‘Negotiated offers’.

**No guarantees**

Even if you are eligible, there are no guarantees that you’ll receive an offer in the next round. Course authorities can only make offers in future rounds if there are places available. Some courses may fill their quotas in Round 1. Your chances of receiving an offer in the next round will vary for each course. However, in general, over 80% of offers are made in Round 1.

**What if I don’t receive any offers in any rounds?**

**Supplementary offers**

Some institutions make supplementary offers after Round 2 if they have places available. Supplementary offers will be processed weekly.

**Who can get supplementary offers?**

If you applied for courses with VTAC course codes ending in 1, 2 and 4, you may receive supplementary offers if you:

- have not received an offer in any of the previous offer rounds (Early, Round 1, Round 2, negotiated offer) and,
- have given VTAC permission to release your application to all courses with vacancies.

**International students:** If you applied for course codes ending in 3, you will not be considered for supplementary offers.

Permission to receive supplementary offers

You give permission to receive supplementary offers either at the time of applying, or later in your VTAC user account.

- You can view or change your permission in your VTAC user account by selecting: ‘Course offers > Supplementary offer participation.’
- If you want to be considered for graduate-entry teaching supplementary offers, you must select ‘Yes’ before 9am Friday 24 January 2014.
- If you want to be considered for all other supplementary offers you must select ‘Yes’ before 9am Monday 10 February 2014.
- If you want to stop receiving supplementary offers, you can select ‘No’ at any time.

**What if I receive more than one offer?**

If you receive two or more offers, you will need to choose which offer to accept—you should not accept more than one offer.
The enrolment process

Your specific enrolment details will be included in your offer message. You must follow the instructions to enrol.

In some cases you may be required to attend enrolment in person on a specific date and time.

In most cases, you will need to supply photo ID to enrol.

If you have been offered a Commonwealth supported place, you must provide your tax file number (TFN) to enrol. For information about getting a TFN, see the Australian Taxation Office website (www.ato.gov.au) or call 13 28 61.

General enrolment dates

Generally, enrolment is held in the last week of January (for Round 1 offers) or second week of February (for Round 2 offers)—you should make yourself available for enrolment during this period in case you get an offer.

Your enrolment date

To find your specific enrolment date and time, follow the instructions in your offer message. It’s important that you enrol on time, because in most cases the institution won’t hold the place for you beyond the set date and time.

What if I can’t enrol when I’m supposed to?

If you won’t be able to attend enrolment, you should contact the institution immediately and check whether they will allow an authorised nominee (someone you choose) to enrol on your behalf. If this is possible, you should provide your authorised nominee with the enrolment instructions and the list of subjects you want to enrol in.

Note: Assigning an authorised nominee for enrolment must be authorised by the institution making you an offer. This is a totally separate process to assigning an authorised nominee for your VTAC course application.

What if I miss the enrolment date?

If you don’t enrol on the date and time specified in your offer message, your offer will lapse. However, if you want to accept the offer, you should contact the institution and ask them if a place is still available and whether you are able to enrol late.