ABC
OF APPLYING
2017
<table>
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<tr>
<th>Course applications</th>
<th>Open</th>
<th>Close</th>
<th>Fees</th>
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| Timely course application                               | 1 August (9am)      | 29 September (5pm)   | $32.00  
Currently enrolled Year 12 timely processing fee |
|                                                         |                     |                      | $50.00  
All other applicants timely processing fee     |
| Late course application                                 | 29 September (7pm)  | 4 November (5pm)     | $100.00 (All)  
Late processing fee                               |
| Very late course application (not available for graduate entry teaching courses) | 4 November (7pm)    | 2 December (5pm)     | $130.00 (All)  
Very late processing fee                           |
| Mid-year 2017 application                               | Mid April 2017      | Early June 2017      | TBC                                        |

**Payments**

- Payment deadline for early offers in Nov 2016  
  2 November (5pm)  
  refer to fees above
- Payment deadline for graduate-entry teaching offers in Jan 2017  
  28 November (5pm)  
  refer to fees above
- Payment deadline for early international VCE offers in Dec 2016  
  13 December (4pm)  
  refer to fees above
- Payment deadline for all other course preference offers in Jan 2017  
  19 December (4pm)  
  refer to fees above
- Late payment deadline to be considered for undergraduate and graduate entry (other) supplementary and subsequent offers in February 2017  
  19 January 2017 (9am)  
  8 February 2017 (5pm)  
  $50.00

**Change of preference**

- Undergraduate and graduate entry (other) courses  
  1 August (9am)  
  8 November (4pm)  
  no fees
- Graduate-entry teaching courses  
  1 August (9am)  
  28 November (4pm)  
  no fees
- International VCE applicants  
  1 August (9am)  
  15 December (4pm)  
  no fees
- Undergraduate and graduate entry (other) courses  
  21 November (10am)  
  20 December (12noon)  
  no fees
- Undergraduate, graduate entry (other) and international courses  
  4 January 2017 (10am)  
  4 January 2017 (4pm)  
  no fees

Change of preference will be open at specific times throughout January and February 2017. See dates and fees at [www.vtac.edu.au](http://www.vtac.edu.au) for a complete and up-to-date list.

**VTAC Personal Statement and supporting documentation for course applications**

- Submission date to be considered for early offers  
  29 September (5pm)  
  no fees
- Submission date for supporting documentation for graduate-entry teaching courses  
  9 November (5pm)  
  no fees
- Submission date to be considered for all other offers  
  2 December (5pm)  
  no fees
- Final submission date VTAC Personal Statement edits for round 1 offers  
  3 January 2017 (5pm)  
  no fees
- Mid-year 2017: Submission date to be considered for mid-year offers  
  Early June 2017  
  no fees

**Special Entry Access Scheme (SEAS)**

- SEAS application and supporting documentation  
  1 August (9am)  
  4 October (5pm)  
  no fees
- Mid-year 2017: SEAS application and documentation  
  Mid April 2017  
  Early June 2017  
  no fees

**Scholarships**

- Scholarship application and supporting documentation  
  1 August (9am)  
  14 October (5pm)  
  no fees

**VCE results and ATAR**

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<th>Post</th>
<th>Fees</th>
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<td>Closing date for change of address to receive ATAR statement by mail (Victorian CY12 only)</td>
<td>5 December (5pm)</td>
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<td>VCE results and ATAR</td>
<td>12 December (7am)</td>
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<td>4 January 2017 (10am)</td>
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<td>no fees</td>
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**Offers emailed to applicants**

- Early offers  
  18 November  
  18 November (2pm)
- International VCE early offers  
  19 December  
  19 December (2pm)
- International offers  
  9 January 2017  
  9 January 2017 (2pm)
- Round 1 offers for graduate-entry teaching courses  
  11 January 2017  
  11 January 2017 (2pm)
- Round 1 offers for all other courses  
  18 January 2017  
  18 January 2017 (2pm)
- Round 2 offers for graduate-entry teaching courses  
  20 January 2017  
  20 January 2017 (2pm)
- Round 2 offers for all other courses  
  7 February 2017  
  7 February 2017 (2pm)
- Supplementary offers  
  February 2017  
  February 2017
- Mid-year 2017 – Offer rounds  
  Late June 2017  
  Late June 2017

To be considered for offers, you must pay your course application processing fee on time.
For information on application requirements for specific institutions and courses see the VTAC website ([www.vtac.edu.au](http://www.vtac.edu.au)).

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Research courses
Use CourseSearch to browse through over 1700 courses to help you find the one that suits you best!

Get organised
Read up on the process on the VTAC website: who can apply, eligibility requirements, special consideration, scholarships and the application process.

Create an account
Ready to apply? You’ll need to create an account on the VTAC website. Once you’ve done that you can log in to apply for courses, special consideration and scholarships.

Apply for courses
You can apply for up to 8 courses. Don’t worry if you change your mind – you can change them throughout the application period.

Apply for special consideration (SEAS)
If your education has been affected by circumstances outside of your control, you can apply for special consideration through SEAS.

Apply for scholarships
There are lots of different scholarships and they are not all for academic achievement. You might be eligible for more than you think!

Meet the course requirements
Each course has its own selection criteria. Make sure you meet the requirements for your courses and complete any tasks listed.

Make changes
Log in to your VTAC account to change your preferences or update your personal information.

Find out about offers
Offers are sent to your email and released via your VTAC account at different times (known as offer rounds). Check the VTAC website for dates.

Stay updated on:
- New and cancelled courses
- Important dates
- Helpful advice and tips!

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Follow us on Twitter: @vtacguide
Visit our website: vtac.edu.au

Connect with VTAC
About VTAC

Victorian Tertiary Admissions Centre (VTAC)

The Victorian Tertiary Admissions Centre (VTAC) is the central office that administers the application processes for places in tertiary courses, scholarships and Special Entry Access Schemes at universities, TAFE institutions and independent tertiary colleges in Victoria (and a few outside Victoria). VTAC receives and forwards application information and supporting documentation to the relevant authorities at institutions.

VTAC also:

- calculates and issues the ATAR for VCE students and a notional ATAR for Victorian IB students;
- co-ordinates sittings for the Special Tertiary Admissions Test (STAT) and the Australian Law Schools Entrance Test (ALSET);
- conducts test preparation workshops for the STAT;
- provides telephone and online information and enquiry services for applicants;
- publishes a range of guides to tertiary study;
- provides timely information to assist applicants via its social media networks: the VTAC blog, Facebook and Twitter; and
- conducts information sessions for secondary school students and their parents, careers teachers and adults returning to study.

VTAC is not a selection authority, does not determine the selection criteria used by institutions and does not decide who will receive an offer. All decisions about which applicants are offered a place are made by the course selection authorities at institutions.

After selection decisions have been made by the course selection authorities at institutions, VTAC sends offer messages to successful applicants on the institutions’ behalf.

VTAC is not a government body—it is funded by participating institutions and processing fees paid by applicants.
What are my options?

There are many options available for tertiary study, from skills-based certificates and diplomas to university degrees. Courses listed through VTAC include both vocational education and training (VET) courses and higher education courses and are offered through universities, TAFE institutions and independent colleges.

Whether you are studying Year 12 this year, have not studied for a while or have other qualifications, there are plenty of options available for you.

Vocational education and training (VET) courses
VET courses provide professional and para-professional qualifications with an emphasis on practical skills and vocational pathways to further training, higher education or employment.

A wide variety of study areas are offered, each one involving training for expertise in a particular skill area. VET qualifications are designed in close consultation with industry to ensure the training is current and relevant for industry requirements. These courses may be work-based or involve a work placement.

Qualifications
VET qualifications include: certificate II, certificate III, certificate IV, diplomas and advanced diplomas.

Advanced diplomas usually require at least two years full-time study; diplomas require two years of full-time study; and certificate IV courses can be (but are not always) the first year of a diploma.

Certificate II and III courses usually require between six and twelve months full-time study.

There are also some VET courses that require a tertiary qualification as a prerequisite. If you are currently studying Year 12, and don’t have any tertiary qualifications, you won’t be able to apply for these courses.

Teaching styles
VET courses usually have smaller classes, more individual attention and a diverse range of teaching styles including lectures, workshops, laboratory classes, seminars, small group tutorials, practical work placements, industry visits and self-paced virtual classrooms.

Higher education courses
Higher education courses provide professional qualifications with an emphasis on theory and the development of transferable skills.

Some courses are vocational, leading to careers in clearly identified areas (e.g. accounting) while others are ‘generalist’ with no particular vocational skills component.

These courses may lead to employment or further study at degree and/or postgraduate level.

Qualifications
The majority of higher education courses listed by VTAC are bachelor degrees, with a few associate degrees.

A basic undergraduate degree usually requires a minimum of three to four years full-time study. Associate degrees require at least two years full-time study. Some courses, such as combined degrees, are longer.

There are also a number of graduate entry teaching and other graduate entry courses listed by VTAC which require a tertiary qualification, such as a degree, as a prerequisite. If you are currently studying Year 12, and don’t have any other qualifications, you won’t be able to apply for these courses.

Teaching styles
Higher education teaching styles vary, however they generally include formal lectures, tutorials, seminars, practical workshops and/or laboratory classes and work experience placements.

Am I eligible?
To be eligible for consideration you need to meet:
• tertiary entrance requirements,
• institutional entrance requirements, and
• course entrance requirements.

Meeting these requirements does not guarantee you an offer because you will be competing with other eligible applicants.

Tertiary entrance requirements
If you are an Australian citizen or permanent resident or a New Zealand citizen you can apply for courses through VTAC. If you are a temporary resident or planning to obtain a student visa you must be currently studying an Australian Year 12 (in Australia or overseas) or the International Baccalaureate (IB) in Australia or New Zealand to be eligible to apply through VTAC.
Vocational education and training (VET)

Certificate II, Certificate III:
There are no set minimum tertiary entrance requirements for 2016 entry to certificate II and III courses with applications through VTAC; however, institutional and course requirements still apply.

Certificate IV, Diploma, Advanced Diploma:
If you are currently studying Year 12 you will meet minimum tertiary entrance requirements for 2017 entry to VET courses if you achieve satisfactory completion of any of the qualifications listed for higher education courses or satisfactory equivalent senior secondary completion such as Senior VCAL or literacy requirements as stated in VET Training Packages/curriculum.

Higher education
You will meet the minimum tertiary entrance requirements for general entry in 2017 to higher education courses with applications through VTAC if you have any of the following current Year 12 qualifications:

VCE (Victorian Certificate of Education):
Satisfactory completion of the VCE and Units 3 and 4 English (any)*

*Includes English, English as an Additional Language (EAL), Literature or English Language.

International Baccalaureate (IB):
If you satisfy the requirements for the award of the International Baccalaureate diploma you will meet minimum tertiary entrance requirements Australia wide.

Australian Year 12:
If you meet minimum tertiary entrance requirements for all institutions in your home state, you will meet minimum tertiary entrance requirements for all institutions in Victoria.

VCAL:
Only some Higher Education providers will consider senior secondary completion such as Senior VCAL. Check with individual institutions for their entrance requirements.

FAQs

I studied Year 12 a few years ago. Am I eligible?
If you successfully completed any previous standard Australian Year 12 qualification (in Australia or overseas), you will meet the minimum tertiary entrance requirements for 2017. Examples include: if you completed HSC in 1985 with four Group 1 studies (including English); if you matriculated in 1967 with four studies including English Expression.

I've partially completed a TAFE (or university) course. Am I eligible?
If you have previously completed any part of a tertiary qualification at certificate IV level or higher, or if you will this year, you will meet the minimum tertiary entrance requirements for 2017. Examples include: certificate IV, diploma, advanced diploma, associate degree and degree studies.

I studied overseas. How do I know if I'm eligible?
If your overseas qualifications are assessed by VTAC as comparable to the required Victorian qualifications, you will meet minimum tertiary entrance requirements in Victoria. Assessments are largely based on information from the National Office of Overseas Skills Recognition (NOOSR). VTAC will advise institutions of the level of the award in terms of the Australian Qualifications Framework according to NOOSR guidelines. The individual course selection officers will then assess whether your particular level of achievement is suitable for entry into that course.
For a list of overseas qualifications that meet minimum tertiary requirements in Victoria, see Overseas qualifications on the VTAC website (www.vtac.edu.au/who/osquals.html).

I'm currently studying Year 12. Am I eligible?
If you are currently studying an Australian Year 12 (in Australia or overseas) and meet the citizenship/residency requirements, you will meet the minimum tertiary requirements for 2017 provided you successfully complete Year 12.

I'm studying the International Baccalaureate (IB). Am I eligible?
If you satisfy the requirements for the award of the International Baccalaureate diploma you will meet minimum tertiary entrance requirements Australia wide.

I didn’t complete Year 12 and I’m mature age. Am I eligible?
Some institutions provide consideration for mature age entry. However, the age requirement and policies for mature age entry differ across institutions. If you would like to apply for mature age consideration, you can complete Category 1 of the Special Entry Access Scheme (SEAS) application (see page 17).
Find your course

Navigating through 1,700 courses at 62 institutions is easier with VTAC CourseSearch!

- Stay up to date with course amendments
- Send yourself a shortlist
- Check course selection criteria and entry standards

CourseSearch app

The new VTAC mobile app

Information on courses and institutions, in your pocket
Institutional requirements
Some institutions also have specific entrance requirements in addition to minimum tertiary entrance requirements. Examples include minimum age requirements and English language requirements. For information about institutional requirements, see the institution’s information page on the VTAC website (www.vtac.edu.au/courses-inst/institutions.html).

Course selection criteria
In order to be considered for a course you must also meet the selection criteria. Course selection criteria are listed in the course information in CourseSearch on the VTAC website. Examples include: completing a prerequisite study, submitting an additional form, sitting a test, presenting a folio or attending an interview.

Prerequisites
Prerequisites are VCE studies (generally Units 3 and 4) you must have completed in order to be considered for the course. For example:

Units 3 and 4: a study score of at least 30 in English as an Additional Language (EAL) or 25 in any other English.

The statement above means that to be considered for this course, you must have completed Units 3 and 4 of English as an Additional Language (EAL) and achieved a study score of at least 30, or you must have completed Units 3 and 4 of any other English and achieved a study score of at least 25.

Selection requirements
Selection requirements are the things you must do, in addition to submitting your application, to be eligible for the course. Depending on the course, this might mean a folio, interview, or information session. In most cases, these have to be completed before a specified date.

Additional considerations
Additional considerations are similar to selection requirements except that they are not compulsory. They may offer an opportunity to provide further information for consideration by selection authorities, for example by filling out a SEAS application or providing details about your work experience.

Enrolment considerations
Enrolment considerations are usually activities or legal requirements that need to be completed at the time of enrolment or during the course, for example having a current Working with Children Check prior to work placements in a teaching course. You do not need to submit any enrolment considerations with your course application, but you must ensure that you can fulfill the requirements should you be offered a place.

Note: If you apply late (after 5pm 29 September) or add courses at Change of Preference, always check the selection criteria and contact the institution to find out if there are any alternative dates for late applicants. If you don’t complete requirements on time, your application may not be considered by selection authorities.

How do I find out about courses?

CourseSearch
Search or browse hundreds of courses to find the course that’s right for you. CourseSearch (available on the VTAC website) includes all courses with applications through VTAC and some courses with applications direct to the institution. Applicants can use CourseSearch to find courses by institution, campus, qualification level and area of interest.

CourseSearch app
Launching this year, the VTAC CourseSearch app lets you search for courses and save them to your mobile device for offline reading. Course information is updated whenever the device is online.

The CourseSearch app is available through the Apple App Store and Google Play for $1.49.

Prerequisite and Course Explorer
Another new tool launching this year is the Prequisite and Course Explorer. The Explorer allows students to enter a current or planned VCE study program, and then explore the available courses and impact of changing their program. You can also enter a single subject to view courses which list that subject as a prerequisite.
VTAC staff will walk you through and provide assistance on the application. There will be full computer access, so you can start and finish your application at the workshop.

**The two-hour session will cover:**
- How to research courses you’re interested in
- How to read course Selection Criteria
- Tips on registration for a VTAC account
- How to apply for courses
- Documents you may need to provide
- Other applications you may be eligible for – such as scholarships and special consideration

Workshops are aimed at adults returning to study, and non-school leavers. If you are in Year 12 and would like some help with your application, please contact VTAC prior to booking.

- **10:00am – 12:00noon**  
  **Tuesday 13 September**
- **6:30pm – 8:30pm**  
  **Tuesday 13 September**

Light refreshments provided. This is a free event. Places are limited, so book early! Check our Facebook page for details on how to book.
Course codes and fee types

Every course that has applications through VTAC has a VTAC course code. Some have more than one. These codes are extremely important when applying for courses.

What are the fee types?
The last digit of the course code (1, 2, 3 or 4) shows you the type of course fees you will be required to pay if you get an offer:

- codes that end in 1 are government-funded places, so you only pay part of the cost.
- codes that end in 2 are domestic full-fee places, so you pay the full cost.
- codes that end in 3 are international full-fee places, so you pay the full cost.
- codes that end in 4 are determined by the provider.

Why do some courses have no course codes?
If the course does not include any VTAC course codes, it means they accept applications directly to the institution (not through VTAC).

Codes that end in 1 (CSP)
VTAC course codes that end in 1 followed by ‘CSP’ in brackets, like this: 0987654321 (CSP) are for Commonwealth Supported Places in higher education courses. For these courses you only pay a small portion of the cost, known as the student contribution. Student contribution ranges for students commencing in 2017 will be available later this year on the Study Assist website (www.studyassist.gov.au).

HECS-HELP
The Australian Government offers a loan scheme called HECS-HELP that allows eligible students to defer the payment of their student contribution and repay it later through the taxation system. Students who choose the deferred option are not required to begin re-paying their debt until their income reaches the minimum threshold. For the 2016–17 income year, the compulsory repayment threshold is $54,869. For more information see the Australian Tax Office website (www.ato.gov.au).

Tax File Number: You must provide your tax file number (TFN) to your institution when you enrol. If you don’t have a TFN, you should apply for one now to have it available in time for enrolment. For information about getting a TFN see the Australian Taxation Office.

Codes that end in 2 (DFP)
VTAC course codes that end in 2 followed by ‘DFP’ in brackets, like this: 0987654322 (DFP) are for domestic full-fee places offered by TAFE and independent providers.

FEE-HELP
FEE-HELP is an Australian Government loan for eligible full fee-paying students to help pay their tuition fees for higher education courses.

Codes that end in 3 (IFP)
VTAC course codes that end in 3 followed by ‘IFP’ in brackets, like this: 0987654323 (IFP) are for international fee places.

For information about fees and payment options see individual Institution websites.

Codes that end in 4 (Fee type determined by provider)
VTAC course codes that end in 4 like this: 0987654324 (Fee type determined by provider) are for places in vocational education and training (VET) courses. Your eligibility for a government-funded place or a full-fee place will be determined by the VET provider at enrolment. You may be eligible for government funding if you are under 20 years of age on 1 January in the year you start the course. To check your eligibility see: www.education.vic.gov.au/training.

VET FEE-HELP
VET FEE-HELP is an Australian Government loan for eligible full fee-paying students to help pay their tuition fees for vocational education and training (VET) courses at diploma level and above. If a course requires you to enrol at a lower qualification level before proceeding to the diploma you may have to pay the full fee up front.
Applicants say

Bethany

Why did you choose this course?
I enjoyed studying subjects that related to the exercise and health area. This course provides an opportunity to further look at this area and future career paths.

What resources did you find really helpful?
The careers advisor at school was very helpful in offering loads of information that closely related to my subjects and interests. The course guides from the university were a great resource to look through to help get an idea of the course.

What advice can you give others choosing their courses?
Go to your careers advisor and discuss your interests, what subjects you do well in and your ideas for the future. The information and ideas they can give you are very helpful in making a decision about what course to choose.

What would you have done differently to research your courses?
I would have attended more open days to see for myself what the course offers and how it’s run.

Age: 18

VCE studies
English, Further Mathematics, Biology, Psychology, Physical Education, Dance.

Mercy Regional College

Now studying
Bachelor of Exercise and Sports Science
Deakin University (Geelong)

“Go to your careers advisor and discuss your interests, what subjects you do well in and your ideas for the future.”
When you register for a VTAC user account, VTAC categorises you as either a:

- Year 12 applicant, or
- Other (non-Year 12) applicant.

The reason for this is that institutions sometimes use different selection criteria for Year 12 and non-Year 12 applicants.

Whether you are treated as a Year 12 or non-Year 12 applicant will depend on the highest qualification you have achieved to date. Even if you are not currently studying Year 12, you may still be classified as a Year 12 applicant. It is critical that you know which applicant group you belong to so that you can make sure you meet the course selection criteria that apply to you. If you do not meet the correct selection criteria for a course, your application may not be considered by the institution.

Institutions consider you a Year 12 applicant if:

- you are currently enrolled in an Australian or overseas Year 12 program (including the IB) with no post-secondary studies, or
- you have previously attempted or completed an Australian/overseas Year 12 (including the IB) with no post-secondary studies, or
- you have previously attempted or completed an Australian/overseas Year 12 (including the IB) with post-secondary studies of Certificate I, Certificate II or Certificate III (but NOT Certificate IV or above).

Institutions consider you a non-Year 12 applicant if:

- you have previously attempted or completed post-secondary study at Certificate IV or above, or
- you are currently enrolled in an Australian/overseas Year 12 study or program (including the IB) and have post-secondary studies at Certificate IV or above, or
- you have no Australian or overseas secondary studies and no post-secondary studies at Certificate IV or above.

Find out more
Visit our YouTube channel to watch a video about Year 12 and non-Year 12 applicants, including scenarios to help you work out which group you belong to (www.youtube.com/user/vtacmedia).

If you’re still not sure, don’t worry—once you have submitted your course application VTAC will advise you whether you will be assessed as a Year 12 or non-Year 12 applicant. This advice will be based on your highest qualification.
What was your motivation to return to study?
I couldn’t stand working in hospitality anymore. It was not rewarding and I was getting very unhappy.

What changes or special arrangements did you need to make so you could study?
Not work so much, which meant I had to move back home with Mum and Dad and lose a bit of my independence. I had to move back to Melbourne because Cairns did not offer a course that suited me.

How has studying impacted your life?
Losing a lot of my independence. Putting my “adult” life on hold, like not being able to save for a house and start a family etc.

What helped keep you going?
Thinking about how much more I would enjoy going to work and having a decent steady wage which would be more sustainable to start a family and live a “normal” life.

Was returning to study what you expected?
Yes and no. I find that I can actually work a bit more then I thought I would be able to and have been able to save a bit more then I thought I would. But in terms of the stress of assignments and exams, yes it is what I expected.

What advice would you give to others about returning to study?
Do what you love, discover yourself while you’re studying. Enjoy it, don’t do it because you have to, do it because you want to. This is your passion, put your heart and soul into it. Have a life outside of uni. Cherish your family and friends. Have a good support network in and out of uni. Do things for yourself. Start assignments early. Stay fit and healthy—it helps your positivity. Explore and discover everything. Open your mind. Open your world.

Carly

Age: 29

VCE studies
English, Further Mathematics, Music (Voice), Drama, Graphics.

Westbourne Grammar School

Now studying
Bachelor of Health Sciences

La Trobe University

“Don’t do it because you have to, do it because you want to.”
How do I apply?

There are two methods for applying for courses listed through VTAC. To find out how to apply for a course, you first need to check whether applications are accepted through VTAC or direct to the institution.

Apply: Direct to institution

For courses listed as ‘Apply: Direct to institution’ you will need to contact the institution directly for instructions on how to apply. You do not need to complete a VTAC course application for these courses.

Apply: Through VTAC

For courses listed as ‘Apply: Through VTAC’ you will need to submit a VTAC course application.

All VTAC applications are submitted online. To apply for courses through VTAC, you need to:

1. Create a VTAC account
   Your account is where all the information you submit to VTAC is securely stored and where you submit applications for courses, SEAS and scholarships. It is also where you can access messages from VTAC about your application, results and offers.

2. Submit a course application
   The course application can be found in your VTAC account. You will be asked for details of your educational history and to list the courses you want to apply for in order of preference.

3. Pay your course application processing fee
   The fee owed is determined by when you apply, not when you pay, so you can apply now and pay later if you need to. However we recommend paying when you apply so that you don’t forget.

4. Complete any course selection criteria
   To be considered for the courses you have applied for you may need to complete additional tasks such as attending an interview, audition or folio presentation or submitting a supplementary form. Read the selection criteria for each course carefully to make sure you have completed everything required.

At the end of the VTAC course application you will see an acknowledgement of your application that includes your name, VTAC ID and your list of preferences. This record of your original course application will be available to view in the ‘Course application’ section of your VTAC account and also sent to your email address.

How to create a VTAC account

Before you can submit a course application, you need to create a VTAC account on the VTAC website.

Registration checklist

When you register you must provide your:

- name
- address*
- gender
- date of birth
- citizenship
- school
- student number (current Year 12 students)

*If possible provide an Australian mailing address to ensure you receive correspondence on time and have enough time to reply.

VTAC ID and PIN

The VTAC ID is an eight-digit number with a letter on the end. When you register the system will generate an ID for you.

The PIN is a personal identification number which you choose when you register. Your PIN provides a level of security so that no-one can access your application information online or over the phone without your PIN.

Keep them safe

It’s important that you keep your VTAC ID and PIN safe and make sure you have them handy when you want to apply or access your information online or by phone.

You will need your VTAC ID and PIN to:

- log in to your VTAC account
- apply for courses, scholarships and the Special Entry Access Scheme (SEAS) through VTAC
- access your application or other VTAC online services after you apply
- access information about your application over the phone.

Forgot your ID or PIN?

If you ever forget your VTAC ID or your PIN, you can fill in the online request for VTAC ID and PIN and it will be sent to the email address you provided when you registered.
Current Year 12 students
The details you enter will be matched against Year 12 enrolment records which have been provided to VTAC from VCAA.

VTAC will only recognise you as a current Year 12 student if the details you enter during VTAC registration exactly match the details you have already confirmed with your school (for VCAA).

Registration help
If you receive a message advising you that VTAC cannot find a match it could mean that you made an error when typing. If so, you will have the chance to double check your details and correct any errors.

If there are no typing errors it could mean that your details may have been recorded incorrectly at your school. In this case you should check that the details you have entered on your VTAC application exactly match the details that you previously confirmed with your school.

Things to check:
• check your first, second and last name are spelt correctly and in the correct order
• check the numbers and order of your date of birth are correct (day/month/year)
• check your gender has been recorded correctly.

If the details you enter exactly match your VCAA record but you are still not recognised as current Year 12, please contact VTAC.

How to apply for courses
Course application checklist
During your application you will be asked to provide:
• Details of your secondary and post-secondary studies (including what, when and where you studied and your student number/s)
• Examination numbers for any admissions tests you’ve taken such as STAT, ALSET, UMAT or ISAT
• Your course preferences

If you are studying a higher education study as part of your VCE, do not claim this as a tertiary study on your course application.

Listing courses
You must ensure you meet prerequisites and complete all relevant requirements for the courses you apply for. For details, see the course information in CourseSearch on the VTAC website.

You can submit a minimum of one and maximum of eight undergraduate tertiary courses on your application.

You must list courses in order of preference. The course you want the most should be listed as your number one preference.

Check your codes carefully: Some courses have more than one course code, so when adding courses make sure you include the correct code. The wrong code could result in you applying for the wrong course, the wrong campus or the wrong course fees, and missing out on the one you want.

The codes available to you in the course application are determined by your citizenship/residency.

For information about the different fee types, see Course codes and fee-types (page 9).

Permissions
The application will ask if you give permission for VTAC to publish any first and second round offers you receive in metropolitan and regional newspapers. You will also be asked if you want to participate in the supplementary offer round process. For more information see Offers and enrolment (page 23).

Additionally, you will be asked if you want your details to passed on to the Victorian Electoral Commission so that they can contact you if you are not on the electoral roll.

Authorised nominee
The application will ask you if you wish to authorise a nominee (usually a parent) so that they can act on your behalf on matters pertaining to your course application. You are not in any way obligated to add a nominee to your application—you are entitled to keep it private if you wish.
What’s next?

After you’ve submitted your course application you might want to think about the following:

VTAC Personal Statement

The VTAC Personal Statement is available in your VTAC user account after you apply for courses. It’s available for applicants to provide to selection officers any relevant information that is not collected as part of the VTAC course application.

In most cases you must complete and submit a VTAC Personal Statement only if it is listed as a selection requirement for one or more of your course preferences. You may also choose to complete and submit a VTAC Personal Statement if you wish to provide details to support your application such as work experience or your reasons for applying, or if it is listed as an additional consideration.

For more information about the VTAC Personal Statement go to www.vtac.edu.au.

SEAS

The Special Entry Access Scheme (SEAS) allows selection officers to grant special consideration for course entry on a variety of grounds. Some SEAS categories require evidence of hardship that has had a demonstrable impact on the applicant’s education, however Category 1 assesses simple details from your course application such as your gender, age, living or school postcode, recognition as an Indigenous Australian, and so on. For more information about SEAS, see page 15.

Scholarships

VTAC manages the selection process for a huge range of scholarships. Merit scholarships are awarded on academic achievement, while access and equity scholarships and Commonwealth scholarships are awarded on other factors such as financial need, relocating for study, recognition as an Indigenous Australian, and more. You may be eligible for consideration even if you don’t consider yourself to be a high academic achiever. For more information about scholarships, see page 19.

Change of preference

Once you have submitted your course application, you can still change your preferences. Change of preference provides a safety net if your VCE results are not what you expected, if your circumstances change or if you just change your mind. To change your course preferences, log in to your VTAC account and follow the prompts. For more information about change of preference, see page 22.
Why did you choose this course?
I chose my course because at the time I thought that was the direction I wanted to go with my life. You have so many different choices of courses and universities that it is hard to figure out the direction you want to take. Ultimately I chose my current course, and although my direction has changed from when I first started, I’m glad I made the decision to do a Bachelor of Science at the University of Melbourne because I have so much flexibility and it wasn’t too hard for me to find a new direction I wanted to pursue.

What resources did you find really helpful?
There is so much information available that is hard to really narrow it down. The best way I found was using the resources that cover everything, like the VTAC Guide, then gradually narrowing it down to university websites and course guides. This way you have a pretty good idea of the types of things the course expects and it allows you to make an educated decision rather than just being lost in all the options.

What advice can you give others choosing their courses?
Do your research. Each university offers courses that have the same title, but they can differ in their focus. It is important to be aware of this as you may end up focusing on an area that is of little interest to you.

What value did you get out of open days?
Although it isn’t directly related to your studies, the feel of a campus can be pretty important if you are deciding between two universities. Each university has its own personality and quirks, and that is pretty important. The open days provide you with an opportunity to see if you like the campus but also see if you could see yourself standing there in a year or a couple of years time.

What would you have done differently to research your courses?
Speak to current students who were doing the course I was looking at, so I could get more of a student perspective on the subjects.
Special consideration (including SEAS)

Many institutions offer alternative entry schemes that take into account short and long-term disadvantage and its impact on your education. All applicants should read the information to find out whether or not they are eligible to apply through SEAS or via one of the direct institutional schemes.

What does SEAS cover?
The Special Entry Access Scheme (SEAS) allows selection officers to grant special consideration for course entry to applicants, but does not exempt you from meeting the course entry requirements.

SEAS consideration will not exempt you from completing the selection criteria for a course.

SEAS is divided into categories. Most categories require evidence to be supplied which demonstrates the impact of any disadvantage on your education, however Category 1 draws on details from your course application and is as easy as ticking a box.

There are four categories within SEAS. Not all institutions recognise all categories.

- **Category 1:** Personal information and location
- **Category 2:** Difficult circumstances
- **Category 3:** Disadvantaged financial background
- **Category 4:** Disability or medical condition

Category one includes: age, recognition as an Indigenous Australian; living or school location; under-represented schools; gender; non-English speaking background and first in family to attend university.

How to apply for SEAS

The SEAS application becomes available in your VTAC user account after your course application has been submitted.

SEAS application checklist

Depending on which categories you are applying for, you may be asked to provide:

- Details of difficult circumstances
- Details of disability or medical conditions
- Details of financial hardship
- Your Centrelink Reference Number
- Your income details

Most categories require written statements explaining how you have been disadvantaged. These have strict character limits so it can be a good idea to write a draft before you start.

Providing supporting evidence

Most SEAS categories require supporting evidence that shows how you have been disadvantaged. This may include:

**Impact statements**

These are written statements that describe, in your own words, how your education has been affected by disadvantage. The impact statement is an essential and significant part of your SEAS application. Impact statements provide assessors with the information required to understand the effect of the disadvantage on your educational performance. They are submitted as part of your online SEAS application.

**Statement of support**

You may be required to submit a statement of support from a responsible person, such as your doctor or a teacher. The responsible person have specific knowledge of your circumstances and be able to describe them. Statements of support may be submitted electronically or mailed to VTAC.

**Financial documentation**

VTAC can access your Centrelink records electronically. However if you do not give VTAC permission to do so or you need to provide other financial documents such as payslips, you will need to mail these to VTAC.

Special consideration programs other than SEAS

Some institutions offer special consideration outside of SEAS. For information about other programs see the VTAC website ([www.vtac.edu.au/who/seas/other.html](http://www.vtac.edu.au/who/seas/other.html)).

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Remember that applicants are selected in a competitive environment. Special consideration does not guarantee an offer.
What types of courses were you applying for?
I applied for various education/teaching courses across Victoria in places such as Ballarat, Geelong, Bendigo and Melbourne. I also applied for Speech Pathology courses as that was an interest of mine at the time.

What made you apply for a scholarship?
I was made aware by the people around me that the work I had done was of a standard that could gain me a scholarship and deserves recognition. Also a scholarship would benefit me enormously given the impact of the move to university.

Did you expect to receive a scholarship or were you surprised?
No, I did not expect to receive a scholarship at all. I knew that what I had done had been a benefit to others and had an impact on others and this was worth recognition but I was very surprised.

What does this scholarship mean to you?
This scholarship means a lot to me as I have moved a significant distance to attend uni. The scholarship will assist me with my living expenses such as rent and food as well as fees, books and travel home when necessary.

Were you aware that there was such a broad range of scholarships available?
I was aware that there were many scholarships out there, but it’s not until you go searching that you really discover how many there are.

Did you apply for the scholarship through VTAC?
No, I did not apply for this scholarship through VTAC, although I did apply for others this way. I applied for this scholarship directly through the ACU website.

What advice would you give to other applicants who might think they’re not eligible?
Just apply. There are so many out there that organisations are looking to give away. The process may be lengthy and take time but it is really worth it. List everything you done no matter how small you think it might be. You’ve got to be in it to win it.
Many institutions offer scholarships to applicants to help them with their study costs. Some scholarships are awarded based on academic achievement, however there are also lots of access and equity and Commonwealth scholarships available.

### What kinds of scholarships are there?

Scholarships are awarded on a range of factors which are not limited to academic achievement.

#### Institutional access and equity scholarships

Scholarships determined via the VTAC Scholarship Application may be awarded to students with financial difficulties, Indigenous Australians and other equity and access groups as defined by each institution.

#### Commonwealth Scholarships

For information on Commonwealth scholarships, please refer to the links below:


#### Merit scholarships

2017 Merit scholarships may be awarded to students for academic achievement if they have completed an Australian Year 12 or the International Baccalaureate (IB) in 2016. To be considered, applicants must apply for courses through VTAC but do not need to lodge a VTAC Scholarship Application. Where an institution offers merit scholarships, students who have listed that institution on their course preference list and met any additional course or institutional eligibility will automatically be assessed by that institution.

### How to apply for scholarships

#### Log in to your VTAC account

Before you can apply for scholarships, you must create a VTAC account (see page 13).

To access the scholarship application you must log in to your VTAC account using your VTAC ID and PIN.

#### Open the scholarship application

To open the application, select ‘Scholarship application’ in your VTAC account.

#### Scholarship application checklist

As part of your scholarship application you may be asked to provide:

- Details of financial circumstances
- Your Centrelink Reference Number
- Your income details

Most categories require written statements explaining how you have been disadvantaged. These have strict character limits so it can be a good idea to write a draft before you start.

#### Providing supporting evidence

You may be required to provide supporting evidence such as impact statements, statements of support or financial documentation to complete your scholarship application. See the SEAS section (page 17) for more information about supporting evidence.

### Other scholarship opportunities

Some institutions offer scholarships outside of the VTAC system. For more information see the VTAC website (www.vtac.edu.au/scholarships/other.html).

Don’t second guess: lodge a scholarship application today

Don’t try to second guess whether or not you will be eligible for a scholarships. Simply complete the online form and let the system do the sorting.

If you are submitting a course application it is worth submitting a scholarship application as well; you may be eligible for more than you think.

Finally, you do not need to submit a course application through VTAC to be able to submit a VTAC scholarship application—you may be currently enrolled (or deferred) in a relevant course.
Applicants say

Margaret

Why did you choose this course?
I chose Arts at Melbourne because it is such a flexible course. I was not completely sure of what I wanted to do within the humanities and this course gave me the freedom to explore different areas and not have to major until second year.

What resources did you find really helpful?
University websites and VCE forums online. They explain everything about the different courses and the forums and Facebook groups about university studies/student life gave me a good student perspective.

What advice can you give others choosing their courses?
Search widely, keep an open mind and visit the faculty websites of the different unis/courses you’re interested in. Also email their admissions staff if you want more specific advice.

What value did you get out of open days?
They allowed me to assess the general atmosphere of the universities, their campus layout, architecture, shops and amenities. I was able to imagine myself attending and get a better idea of whether it was the place I wanted to spend the next three years.

What would you have done differently to research your courses?
Nothing.

“I was not completely sure what I wanted to do... this course gave me the freedom to explore.”

Age: 20

VCE studies
English, Further Mathematics, Literature, Legal Studies, History.

Point Cook Senior Secondary College

Now studying
Bachelor of Arts

The University of Melbourne
Getting your results

Current Victorian Year
12 students
Your VCE study scores, ATAR and VTAC scaled study scores will be available to you via internet and SMS services. All current VCE students will receive a statement of VCE study scores from the VCAA. However, only students who have applied for courses through VTAC this year and have paid their VTAC processing fees will be sent an ATAR statement in the mail.

How to access your results
To view your results online or via SMS you will need your VCE student number and VCE results service PIN. This PIN defaults to the first four digits of your birthdate and not the PIN you have chosen for your VTAC user account.

- Online: resultsandatar.vic.edu.au
- SMS: www.vtac.edu.au/sms

SMS registration is open from 9am Monday 9 November until midnight Sunday 13 December.

Protect your privacy—change your PIN
In order to ensure that your privacy is protected, VTAC strongly recommends that you change your VCE results service PIN. If you don’t change this PIN, anyone with knowledge of your VCE student number and birthdate will be able to access your ATAR and VCE results.

You can change your VCE results service PIN in your VTAC user account. This PIN will work with all results and ATAR services.

Need help understanding your VCE results or ATAR?
If you are confused about your VCE results, ATAR or scaling, the Post Results and ATAR Service (PRAS) can help with expert advice.
For more information:
- Visit the PRAS blog at resultsandatar.wordpress.com
- Phone (03) 9032 1717 or the toll free number 1800 653 080
- Email pras@edumail.vic.gov.au

International Baccalaureate (IB)
If you are eligible for a notional ATAR, have applied for courses through VTAC this year and paid your VTAC processing fees you will be sent a notional ATAR statement.

All other applicants
In most cases it is not necessary for you to send in evidence of your results as part of your application, because VTAC can access many results electronically. If you need to send anything you will be told during the application process.

Protect your ATAR privacy
Change your PIN

To access your ATAR and VCE results you will need to use your VCE student number and results service PIN (the first four digits of your birthdate). To protect the privacy of your ATAR, change your results service PIN in your VTAC account.
All applicants can change their preferences. If you change your mind about the course you want to study or get different Year 12 results to what you were expecting, don’t worry—you can still change your course preferences.

## What is change of preference?

During specified periods you will be able to add, remove or re-order your course preferences in your course application.

If you are a current Year 12 student, change of preference can be a safety net to ensure that you have made realistic decisions based on your results.

You may also want to change your preferences if you have changed your mind about which course you most want to study, if a new course has become available and you would like to add it to your preference list, or if a course you had applied for has been cancelled and you want to replace it in your preference list.

There is no cost involved in changing your preferences. As long as you pay your course application processing fee, you can change your preferences as much as you like within the specified periods.

## How to change your course preferences

To change your course preferences, log in to your VTAC account and follow the prompts.

You can add, delete or re-order your preferences using the up and down arrows.

Some courses do not accept new course applications after a certain date, so check the course description and selection criteria carefully for any new courses you want to add.

You will also need to make sure you meet the selection criteria for any new courses you add. If you have missed a selection criteria deadline contact the institution to see if you can still apply.

## Changed your mind? Change your preferences!

### Straight away

As soon as you’ve submitted your course preferences, you can go right back in to change your preferences through your VTAC account. You can keep doing this as many times as you like, free of charge, until the closing date.

### After VCE Results and ATARs are released

After you get your ATAR, you can go back and add, remove, or rearrange your preferences. Most offers are made in the first round of offers, so get your preferences right by the end of the year to maximise your chances for the course you want.

Note: Some courses with early closing dates cannot be added at this point.

### Made a mistake? Take a chance and change your preferences.

After offers come out

If you’ve made a mistake, take a chance and change your preferences. While there are no guarantees that there will still be vacancies, or your application will be considered, at least you will be on the list if anything becomes available.
Getting your offers

When offers are released, you can view your offers in your VTAC user account. For release dates and times, see the inside front cover.

Round 1 and Round 2 offers may also be published by newspapers (in print and/or online) with your permission. You give this permission either at the time of applying, or later in your VTAC user account (see page 13).

You can receive a maximum of one offer per offer round (except in the supplementary offer round where you may receive multiple offers).

Accepting an offer

To accept an offer you must enrol in the course. Enrolment procedures will be outlined in your offer message. You should only enrol in one course and in some cases you may be required to attend in person at a specific date and time.

Your specific enrolment instructions will be in your offer message (or in an enrolment pack sent by the institution), however, generally enrolment is held in the last weeks of January (for Round 1 offers) or second week of February (for Round 2 offers).

If you are unable to attend at these times you should check with the institution whether you can enrol online, or if someone you choose can enrol on your behalf.

All offers are provisional

Any offer you receive is subject to you:

- meeting eligibility requirements,
- having provided full and correct information on your VTAC application, and
- attending enrolment at the date and time specified in your offer message.

Otherwise, your offer may lapse or be withdrawn.

If you didn’t get the offer you wanted...

Around 80 per cent of offers are made in Round 1, so some courses still have places available after this round of offers is complete. Where there is more than one round of offers, applicants are still eligible to be offered any courses that are higher on their preference list than the offer received in a previous round.

If you have received an offer for a course that is not your first preference (and that preference is still the course you most want to do), you can leave your preferences as they are and wait to see if you get an offer for that or another higher course.

If you have changed your mind you may wish to change your preferences.

Change of preference between offer rounds

Once you have received an offer you cannot delete that course from your preferences, however you can move it up or down your list, change the order of your other preferences or add new courses for consideration in subsequent offer rounds.

Don’t forget to list courses in the order you would most like to study them, with the course you most want to get into at the top.

Didn’t get any offers?

Supplementary offers

Some institutions may make supplementary offers after Round 2 if they have places available.

You may receive supplementary offers if you:

- have not received an offer listed on your course preferences, and
- have given VTAC permission to release your application to all courses with vacancies.

You give this permission either at the time of applying, or later in your VTAC account. Supplementary offers will be processed weekly.

If you receive two or more offers at the same time, you will need to choose which offer to accept—you should not accept more than one offer.
Questions about your VCE Results and ATAR?

Call the Post Results and ATAR Service for expert advice. The Service is run jointly by VTAC and the VCAA, so whether your query is about your ATAR or your VCE results (or both), you can get all the answers in one place.

(03) 9032 1717 (metropolitan callers)
1800 653 080 (freecall)

You can also contact the Post Results and ATAR Service by email: pras@edumail.vic.gov.au.

Part of the Service includes a blog with posts from both VTAC and the VCAA covering all aspects of accessing and understanding your VCE results and ATAR. Check out the blog from December at http://resultsandatar.wordpress.com/

Operating hours for phone and email queries:
7am – 5pm Monday 12 December
9am – 5pm Tuesday 13 and Wednesday 14 December

Outside the operating hours, you can contact the VCAA for questions relating to VCE Results, and VTAC for questions relating to the ATAR.

Figure out your options with VTAC’s Prerequisite and Course Explorer

Not sure exactly which courses to list on your preferences? Overwhelmed by all the options? Try VTAC’s Prerequisite and Course Explorer at vtac.edu.au. You can enter your VCE program and see a list of all the courses you’re eligible for. You can also narrow down the results, filtering by area of interest, institution, course level, and much more.

If you’re not yet in Year 12, you can use the Explorer to get an idea of which subjects lead to which course options later on, and compare different study programs.
Rebekah

Age: 20

VCE studies
Biology, French, Health and Human Development, English Language, Maths Methods, Studio Arts.

Loyola College

Now studying
Bachelor of Health Science
La Trobe University

Why did you choose this course?
I mainly chose my course because I really enjoyed health in school and felt passionate enough about it to think about pursuing it as a career. However I kept changing my mind about which specific area I was interested in. My course has a broad first year which let me figure out which area of health I wanted to pursue.

What resources did you find really helpful?
I found the course guides very helpful, as well as the VTAC website where you could look up all the different universities in the one place.
I also benefitted from my careers counsellor at school who helped to talk me through the options and what I wanted to do as well as what would give me the most options.

What advice can you give others choosing their courses?
To get as much info as they can and ask questions to find out what they want to know. There is only so much info in the guides and what will suit you depends what works for you as an individual.
Also to not stress about it and do something that they will love doing every day.

What value did you get out of open days?
You get to see what the campuses are like and get to talk to real students.

What would you have done differently to research your courses?
I would have looked around more and done more research into what was available.

“My course has a broad first year which let me figure out what I want to pursue.”
# Resources available from VTAC

## Courses and general information

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<th>Resource</th>
<th>Description</th>
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<tr>
<td><strong>VTACmag</strong></td>
<td>Available from newsagents (RRP $7.95), and as a digital magazine on the iOS App Store and Google Play Store ($4.49).</td>
</tr>
<tr>
<td><strong>CourseSearch</strong></td>
<td>Search for courses on the VTAC website (<a href="http://www.vtac.edu.au">www.vtac.edu.au</a>)</td>
</tr>
<tr>
<td><strong>CourseSearch app</strong></td>
<td>Available from the Apple App Store and Google Play ($1.49)</td>
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<tr>
<td><strong>Course updates</strong></td>
<td>Posted to CourseSearch, the VTAC blog and <a href="http://www.vtac.edu.au/courses-inst/courseupdates.html">www.vtac.edu.au/courses-inst/courseupdates.html</a></td>
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## Social media

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<th>Platform</th>
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<tr>
<td>Facebook</td>
<td>Connect with VTAC on Facebook (<a href="http://www.facebook.com/vtacguide">www.facebook.com/vtacguide</a>)</td>
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<tr>
<td>Blog</td>
<td>Check out the VTAC blog (<a href="http://blog.vtac.edu.au">blog.vtac.edu.au</a>)</td>
</tr>
<tr>
<td>Twitter</td>
<td>Follow VTAC on twitter (<a href="http://twitter.com/vtacguide">@vtacguide</a>)</td>
</tr>
<tr>
<td>YouTube</td>
<td>View our informational videos (<a href="http://www.youtube.com/user/vtacmedia">www.youtube.com/user/vtacmedia</a>)</td>
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## Other publications and resources

<table>
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<th>Publication</th>
<th>Description</th>
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<tr>
<td><strong>ABC of Scaling</strong></td>
<td>A step by step explanation of how the ATAR is calculated and why studies are scaled. Available October 2016 from <a href="http://www.vtac.edu.au/publications">www.vtac.edu.au/publications</a></td>
</tr>
<tr>
<td><strong>ABC of Offers</strong></td>
<td>A step by step explanation of how the offer system works, with information about offer rounds, course fee types and supplementary offers. Available November 2016 from <a href="http://www.vtac.edu.au/publications">www.vtac.edu.au/publications</a></td>
</tr>
<tr>
<td><strong>Video: Which type of applicant am I? Year 12 or non-year 12</strong></td>
<td>Available from <a href="http://www.youtube.com/user/vtacmedia">www.youtube.com/user/vtacmedia</a></td>
</tr>
<tr>
<td><strong>Video: Change of preference</strong></td>
<td>A short video outlining how to change preferences on the course application. Available from <a href="http://www.youtube.com/user/vtacmedia">www.youtube.com/user/vtacmedia</a></td>
</tr>
<tr>
<td><strong>Information sessions</strong></td>
<td>VTAC runs a number of regional information sessions for prospective applicants including current Year 12 students and their families. <a href="http://blog.vtac.edu.au/vtac-information-sessions/">http://blog.vtac.edu.au/vtac-information-sessions/</a></td>
</tr>
</tbody>
</table>
Contacts and other resources

<table>
<thead>
<tr>
<th>Australian Taxation Office</th>
<th>Personal tax enquiries: 13 28 61 or <a href="http://www.ato.gov.au">www.ato.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Education and Training</td>
<td>General Enquiries: 1300 566 046 or <a href="http://www.education.gov.au">www.education.gov.au</a></td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>Email: <a href="mailto:ndco@industry.gov.au">ndco@industry.gov.au</a> or <a href="http://www.education.gov.au/ndcoprogramme">www.education.gov.au/ndcoprogramme</a></td>
</tr>
<tr>
<td>Study Assist</td>
<td>Telephone: 1800 020 108 or TTY: 133 667 (ask for 1800 020 108) or <a href="http://www.studyassist.gov.au">www.studyassist.gov.au</a></td>
</tr>
<tr>
<td>Victorian Curriculum and Assessment Authority (VCAA)</td>
<td>Telephone: (03) 9032 1700 or <a href="http://www.vcaa.vic.edu.au">www.vcaa.vic.edu.au</a> Email: <a href="mailto:vcaa@edumail.vic.gov.au">vcaa@edumail.vic.gov.au</a></td>
</tr>
</tbody>
</table>

Did you know that you can apply for hundreds of scholarships just by submitting one application?

They’re not just for high achievers.

For more information visit www.vtac.edu.au/scholarships
## Terms and definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>Australian Tertiary Admission Rank (ATAR)</strong></td>
<td>Is the overall percentile ranking reflecting comparative performance amongst the relevant age group in a given year. It allows tertiary institutions to compare students who have completed different combinations of Year 12 studies.</td>
</tr>
<tr>
<td><strong>Campus</strong></td>
<td>Is the location and grounds of an institution.</td>
</tr>
<tr>
<td><strong>Commonwealth Supported Place (CSP)</strong></td>
<td>Is a place in a degree course subsidised by the Australian Government.</td>
</tr>
<tr>
<td><strong>Commonwealth Scholarships</strong></td>
<td>Are offered by the government for educational and/or accommodation costs.</td>
</tr>
<tr>
<td><strong>CourseSearch</strong></td>
<td>Is a function on the VTAC website that allows you to search or browse through courses at universities, TAFEs and independent tertiary colleges.</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td>Are VCE studies that Year 12 students must complete for entry to a course.</td>
</tr>
<tr>
<td><strong>Quota</strong></td>
<td>Is the number of places available in a course.</td>
</tr>
<tr>
<td><strong>Selection criteria</strong></td>
<td>Include multiple factors considered for selection of all applicants to a course rather than selection based on the ATAR alone. For example interviews, prerequisites, audition, folio presentations, additional forms.</td>
</tr>
<tr>
<td><strong>Special Entry Access Scheme (SEAS)</strong></td>
<td>Is an umbrella program of special consideration for entry to tertiary courses at participating institutions.</td>
</tr>
<tr>
<td><strong>Subject bonus</strong></td>
<td>Are additional bonus points for undertaking VCE studies that are relevant to a particular course.</td>
</tr>
<tr>
<td><strong>Victorian Curriculum and Assessment Authority (VCAA)</strong></td>
<td>Is the government body that administers the VCE and VCAL.</td>
</tr>
<tr>
<td><strong>VCAL</strong></td>
<td>Victorian Certificate of Applied Learning</td>
</tr>
<tr>
<td><strong>VCE</strong></td>
<td>Victorian Certificate of Education</td>
</tr>
<tr>
<td><strong>VCE study score</strong></td>
<td>Is calculated by the VCAA showing how well you have performed in a Unit 3 and 4 VCE study compared to everybody else in Victoria who took that study.</td>
</tr>
<tr>
<td><strong>VTAC</strong></td>
<td>Victorian Tertiary Admissions Centre</td>
</tr>
<tr>
<td><strong>VTAC scaled study score</strong></td>
<td>Is the VCE study score after it has been scaled for inclusion in the ATAR.</td>
</tr>
<tr>
<td><strong>VTAC account</strong></td>
<td>Is the secure section of the VTAC website where you apply and access your application information and other services.</td>
</tr>
</tbody>
</table>
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