How the offer system works

VTAC does not choose who receives a course offer – that is the role of the selection authorities at institutions. After the course selection authorities have considered your application, they will advise VTAC whether they wish to offer you a place in the course. Then VTAC advises you via your VTAC user account of the highest offer on your preference list. In subsequent offer rounds, you will be considered for course preferences higher than the offers you have received. VTAC will again advise you of the highest offer made (if any).

You submit your VTAC course application
Note: Submitting an application does not guarantee an offer

You pay your course application processing fee
Note: If you haven’t paid by the due date, you will not be considered for offers

VTAC processes your application and supplies it to the course authorities for each course you have listed
Note: All decisions about offers are made by course authorities, not by VTAC.

Course authorities consider your application and advise VTAC if they want to make you an offer

If you have received an offer
VTAC notifies you of the highest offer you have received for the current round (in your user account and by email)
You may:
• accept the offer by enrolling (recommended you will still be eligible for offers in future rounds)
• reject the offer by doing nothing
• contact the institution to discuss your options

You are still eligible to receive offers for your higher course preferences in the next round

If you do not receive an offer
You may give permission for institutions to send you supplementary offers for courses with vacancies (access via your user account)

You may change your preferences before the next round of offers if you wish. You will not lose an offer you receive if you have accepted it (so it is recommended that you move it to the bottom of your preference list)
Note: not all courses participate in future rounds and course selection criteria still applies
Application fees must be paid
If you do not pay your course application processing fee by the due date, your application will not be sent to the course selection authorities and you will not be considered for offers.

All offers are provisional based on
- 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Otherwise, your offer may lapse or be withdrawn.

Verbal offers have no status
If you receive a verbal offer, you should ask for the name of the person making the offer and call VTAC on 1300 364 133.

How offers are released

After course authorities at institutions have considered applications and advised VTAC of the offers they wish to make, VTAC notifies applicants of their offers through a number of channels.

Email
Applicants who have been made a course offer will receive an email on the day of release.
Offer messages from institutions will also be emailed to the address provided in your VTAC user account.
If you do not receive an email, one of the following things may have happened:
- The email has been sent to your spam or trash folder
- You registered an incorrect email address
- You registered your school email address and because you are no longer at school, they have closed down your account
- You did not receive an offer in this offer round.

Online
You can also view offer notifications in the Course Offers section of your VTAC user account. The VTAC user account will be open from 2pm on the date of each offer round release.

Newspaper
If you have given VTAC permission to release your name, the Herald Sun and some regional newspapers will publish round 1 offers online from 2pm on the day of release.
Offers will only be published in the newspapers if you have given permission in the ‘Course application’ section of your VTAC user account. You can change your permission for publishing up until 12 noon on 8 January 2016 (Graduate entry teaching applicants) and 12 noon on 13 January 2016 (all other applicants).

Offer rounds

Offers are released to applicants at different times depending on the institution and the type of applicant. These release times are referred to as offer rounds.
There are five offer rounds for each type of applicant, however the majority of offers are released during offer rounds 1 and 2.
While some institutions also participate in an early offer round, these offers are mainly for adults returning to study (20 November 2015) and international VCE students (21 December 2015).
The main offer rounds in January are:
- 8 January 2016: Current year 12 international students
- 13 January 2016: Graduate entry teaching (GET) applicants
- 18 January 2016: Domestic undergraduate applicants and graduate applicants other than GET
A complete list of offer release dates is available from www.vtac.edu.au/dates

Don’t risk it!
VTAC advises all applicants to accept whatever offer they receive. Even if you are eligible, there are no guarantees that you’ll receive an offer in the next round.
- If you receive an offer for a preference lower than number one, then you will automatically be eligible for an offer in a future round.
- If you have received your first preference as an offer, but have changed your mind, don’t forget you can still change your preferences.

Course authorities can only make offers in future rounds if there are places available. Your chances of receiving an offer in the next round will vary for each course. For example some courses may fill their quotas in Round 1.
Historically 80% of all offers have been made in Round 1.
Before deciding whether to accept, reject, defer or change your preferences, read the relevant information below to maximise your options for receiving and keeping an offer.
Understanding your offer

Course codes and fee-types
The last digit of the course code shows you the type of course fees you will be required to pay for the place you have been offered. For example:

0987654321
fee-type

Course codes ending in 1
If you receive an offer for a course with a code that ends in 1, it is for a Commonwealth supported place (CSP) which means that you are required to pay only part of the cost of your place in the course because the majority is paid by the Australian Government.

Course codes ending in 2
If you receive an offer for a course with a code that ends in 2, the offer is for a domestic fee place (DFP). There is no contribution from the government. You will be liable for the full cost.

Course codes ending in 3
If you receive an offer for a course with a code that ends in 3, the offer is for an international fee place (IFP). There is no contribution from the government. You will be liable for the full cost.

Course codes ending in 4
If you receive an offer for a course with a code that ends in 4, the offer is for a place in a vocational education and training (VET) course. The VET provider will determine whether you are eligible for a government-funded place or a full-fee place and the fees you are required to pay.

VET courses and fees
For the latest information and to find out if you are eligible for government funding for VET places in 2016, see the Further Education and Training website (www.education.vic.gov.au/training).

Important note: If you have received an offer for a VET course that has diploma or advanced diploma qualifications, in some cases you may be required to enrol in the certificate level qualification before proceeding to the diploma level which may affect your eligibility for government funding. Please also note that because the Australian Government loan scheme VET FEE-HELP is only available for diploma level and above you may be required to pay fees upfront to complete certificate level qualifications. To find out which VET courses require enrolment at certificate level please contact the VET provider.

Fee amounts and payments
To find out the amount you are required to pay and the payment options, refer to the tertiary institution that has made you an offer.
For information about government help to pay your fees, see the Study Assist website (www.studyassist.gov.au).

Acceptance and enrolment
Receiving an offer does not confirm your enrolment in the course. 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.

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 to someone else in a future round.

What if I don’t get any offer? What should I do?
If you haven’t received an offer there are still opportunities. You can choose to wait to see if an offer is made in subsequent offer rounds; change your preferences by adding or removing courses from your list; and/or provide VTAC with permission to circulate your name to institutions for supplementary offers.
For further information about these options, read on.

What if I get my first preference? Will I get any more offers?
That depends. If you get your first preference and do nothing with your course preferences, then you won’t receive any further offers. If for some reason you have changed your mind, and want to change your course preferences, then you can do that too. Keep reading – further information on how to change your preferences after each offer round is included in this fact sheet.
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 by enrolling in the course. Once you’ve enrolled in the new course, 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. 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.

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.

Can I defer my place?

If you have received an offer for a course that you want 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. 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).

Enrolment

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.

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

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.

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

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.

Offer options

Change of preference

Change of Preference will reopen the day after each offer round*, and close before the next one (until the last round). While Change of Preference is open, you can add, remove, and reorder your preferences as many times as you like.

The last offer round for graduate entry teaching courses is Wednesday 10 February 2016 (GET). The last offer round for undergraduate courses is Monday 29 February 2016 (all others).

Before adding a preference, always check the selection criteria to ensure you have met all course requirements. 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.

Check out the Change of preference video on our YouTube channel.

* After the January offer release, change of preference will reopen for international students on Tuesday 19 January 2016.

How does Change of Preference work?

You will be able to change your course preferences throughout the application period (August to December). Change of Preference will close at 12 noon on Monday 21 December for all applicants and re-open on Monday 4 January between 10am and 4pm to allow IB, International and Western Australian applicants to make changes.

Change of Preference will then reopen the day after each offer round, and close before the next one (until the last round). While Change of Preference is open, you can add, remove, and reorder your preferences as many times as you like.
How do I find the Change of Preference closing dates for each offer round?

Dates are available on the VTAC website, and in the Dates and Fees section of the VTAC Guide. You can also download the Change of Preference fact sheet available at [http://www.vtac.edu.au/publications/](http://www.vtac.edu.au/publications/)

Can I change my course preferences after offers are released in Round 1 in January?

Yes, all applicants can change their preferences between offer rounds. The deadline for each offer round can be found on the VTAC website under Dates and Fees.

What are my chances of getting an offer after main round?

There is no certain answer to this question except to say that last year almost 80% of offers were made in the first round of offers.

For example: In 2014/15 the number of main round undergraduate offers was 69,337, with an additional 3,602 offers being made in round two.

However if you want to change your preference to see what else you may be eligible for, the choice is yours. Remember so long as you accept the offer by enrolling, you won’t lose your existing offer and there are no additional charges for changing your preferences.

Will all courses participate in offer rounds outside main offer rounds in January?

Apart from the following three offer rounds, courses are not required to participate in subsequent offer rounds

- Friday 8 January – Round 1: International undergraduate courses
- Tuesday 12 January – Round 1: Graduate entry teaching courses
- Monday 18 January – Round 1: Undergraduate and graduate entry (other) courses

The course I want to add to my preferences requires me to attend an interview. Can I still add it to my course preferences?

When you add a course to your course preferences you must always ensure that you’ve met the prerequisites and selection requirements for that course. If the course you want to add has selection requirements, contact the institution directly as they may be prepared to allow you to fulfil the requirements before the next round of offers.

What if I don’t get an offer, should I change my preferences?

If you don’t get an offer you have two options:

- Wait to see if you receive an offer in a subsequent offer round for your existing course preferences. You will be automatically reconsidered for all of your preferences in the next round.
- Change your preferences by adding, deleting or re-ordering your course preferences for the next offer round.

Whichever option you choose, you remain eligible to receive supplementary offers (after round 2) as long as you haven’t received any other offer.

If I get an offer can I still change my preferences?

Even if you receive an offer for a course you can still change your preferences before the next round. Just make sure that you meet the prerequisites and have completed any selection requirements outlined in the course entry.

What if I get my first preference, can I still change my preferences?

If you get your first preference in an offer round, congratulations. If you want to change your preferences and see if you get an offer for one of the other courses included on your preference list or maybe add a new course, simply move your offered course to the bottom of your preference list.

That way, institutions will know to consider your course application in subsequent rounds.

Remember that you are not guaranteed to get an offer in any subsequent rounds, so make sure you follow the enrolment instructions available from your VTAC user account by the deadline specified in the offer message.

Will accepting my offer lock me out of changing my preferences in future rounds?

No.

You can change your preferences as many times as you like, irrespective of whether or not you have already received an offer and enrolled or not.

If you have enrolled in a course and receive an offer in a subsequent offer round all you need to do is contact the institution at which you have enrolled to withdraw.

If I don’t get an offer and have given permission am I still eligible to receive a supplementary offer after round two?

Yes.

If you haven’t received an offer and have given VTAC permission to circulate your details to courses with vacancies, you will be eligible to receive a supplementary offer. At the same time, you can also reconsider your course preferences and add, delete or re-order your course preferences for the next offer round.

Can I still put in a negotiated offer?

Negotiated offers have been replaced with rolling Change of Preference. Instead of only being able to list one course on your negotiated offer application, you can simply add, delete or move your course preferences around for the next offer round.

Just make sure that you meet the prerequisites and have completed any selection requirements outlined in the course entry.
How do I know what courses are still actively selecting applicants after each offer round?

As in previous years, after the main round of January offers, institutions are not obliged to participate in subsequent offer rounds. Courses that know they will no longer be making selection decisions will indicate this and it will be shown against your preferences in your user account. This will assist you in making smart change of preference decisions.

As there is no way to predetermine which courses will and will not be participating in subsequent offer rounds you shouldn’t wait until the release of future offer rounds before you enrol to accept your current offer.

It is also the reason why:

- It is important to get your course preferences as accurate as possible before change of preference closes in December; and
- No subsequent fees are charged to applicants to change their preferences between offer rounds

Supplementary offers

Some institutions make supplementary offers after Round 2 if they have places available. 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. Applicants to international fee-paying places (VTAC course codes ending in 3) are not eligible to receive supplementary offers.

To be eligible to receive supplementary offers you must give VTAC permission to release your application to all courses with vacancies by 5 February, 2016 (12noon). You can do this in your VTAC user account under Course offers > Supplementary offer participation.

Supplementary offers will be processed weekly during February. If you receive two or more offers, you will need to choose which offer to accept—you should not accept more than one offer.