### Dates and fees

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All fees are in Australian dollars and include GST.

1 A current Year 12 student is defined as a student currently enrolled in a standard Australian Year 12 (in Australia or overseas) or IB in Australia or New Zealand. Examples include: VCE, VCAL, HSC, NTCE, QLD Senior Certificate, SACE, TCE, and WACE. If your Year 12 is not listed, contact VTAC to find out whether it is recognised as a standard Australian Year 12.

2 Only applications paid by this date will be forwarded to institutions to be considered for offers.

3 Date by which your documentation must reach VTAC to guarantee consideration for offers. Documentation received after this date will be provided to institutions. Consideration is not guaranteed.

4 Booking fee: Applicable for each test booked.

5 Post: Delivery outside metropolitan Melbourne may take longer.

6 Email: Email addresses can be updated in the VTAC user account.

7 Permissions are accessed via the VTAC user account.

8 Early offers: Only available to applicants not currently studying a standard Australian Year 12. To be considered you must apply during the ‘Timely application’ period and submit your payment and any supporting information by the early offer dates on page 1.

9 International early offers: Only available to applicants currently studying the VCE. To be considered you must submit your payment by the international early offers deadline. Not all institutions participate in the early international early offer round.

10 Standard fee: For documents mailed to your Australian address by standard post, or to receive a document on-the-spot (at the VTAC office)

11 Express fee: For documents mailed to your Australian address by Express Post. Requests must be received before 1pm for next-day delivery.

12 International fee: For documents mailed to an international address.
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Check updates to new, cancelled and amended courses here

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Check updates to new, cancelled and amended courses at
Getting started

VTAC application processes

The VTAC Guide includes the basic information you need to apply through VTAC for:

- tertiary courses
- special consideration (Special Entry Access Scheme)
- scholarships

Additionally, VTAC administers bookings for the Special Tertiary Admissions Test (STAT) and the Australian Law Schools Entrance Test (ALSET).

Course listings in this guide are accurate as of 15 June 2015, however for the most up-to-date list of courses that commence in semester one 2016, see CourseSearch on the VTAC website (http://www.vtac.edu.au/courses/searchguide.html).

Course listings for semester two (mid-year) 2016 will be available online from April 2016.

As well as courses with applications through VTAC, this guide also includes courses that accept applications direct to the institution.

For more detailed information go to http://www.vtac.edu.au.

How to register for a VTAC user account

Before you can apply for courses, scholarships or the Special Entry Access Scheme (SEAS), or book admissions test workshops or sitting, you first need to register for a VTAC user account.

As soon as you register you can:

- apply for courses
- apply for scholarships
- book admissions tests
- register for a STAT preparation workshop
- change your personal details
- change your PIN
- access messages from VTAC
- view or change your admissions tests bookings, pay your booking fees, and view your results
- view your ATAR (current Victorian Year 12 only)

After you apply for courses, you can also:

- view or change your course application
- pay the fees associated with processing your application
- apply for SEAS (Special Entry Access Scheme)
- complete and submit the VTAC Personal Statement
- print your documentation cover sheet
- view your offers

If you register anytime between August and December 2015, your user account will remain active until the last business day of July 2016.

See a demonstration

You can view a demonstration before you register. The demo works just like the real thing, but you won’t be able to save or submit anything you type and it won’t give you a VTAC ID or PIN. See Registration demo on the VTAC website (http://www.vtac.edu.au/demos/rego/).

Registered before?

If you previously registered with VTAC any time before August 2015, you must register again and use your new VTAC ID and PIN to log in to your VTAC user account.

1. Start a new registration

Click on the Register link on the VTAC website to get started (http://www.vtac.edu.au/registration/apply/).

2. Enter your personal details

You will be asked to enter your full name, gender and date of birth. You will also be asked if you have undertaken secondary or tertiary studies under any other names, and to provide details of your previous names.

3. Enter your citizenship details

You will be asked if you are an Australian citizen, a New Zealand citizen, or if you hold or will be obtaining an Australian residency or study visa. You will also be asked which country you were born in and the main language you speak at home.

If you hold a visa you will be asked to enter the date it was granted and the sub class (the number or letter printed on the visa).

4. Indicate if you are currently studying a Year 12 program

You will be asked if you are currently studying the VCE (including VCAL), a standard interstate Australian Year 12, or the IB in Australia or New Zealand. If you answer ‘Yes’ to any category you will be asked which curriculum you are studying and your student number. Your response will be validated against current senior secondary enrolment files.

5. Enter your contact details

You will be asked to enter your mailing and residential address/es, how long you have lived at your residential address, your phone number/s (landline or mobile) and your email address.
6. Choose a 4-digit PIN and two security questions
You will be asked to choose a 4-digit PIN to use when you log in to your account. You will also be asked to select two security questions and provide answers. Keep these questions secure and safe, as they will help VTAC identify you if you need to discuss personal information with a member of the VTAC team.

7. Review your details and complete your registration
You will be asked to review your details and confirm that they are correct. When you complete your registration you will receive a system-generated VTAC ID. You will need your VTAC ID and PIN to log in to your VTAC user account. You will also receive an email containing all of your registration details.

Tips for your registration

Provide an Australian postal address
If possible, you should include an Australian postal address where you can receive mail. If you are an international student, you will also be required to supply your permanent international address.

Provide a private email address, not your school email address
VTAC recommends using a non-school-based email address as we continue to send information well into January and February 2016. Your school email address may no longer be in service by that time.

Keep your login details safe
Keep your VTAC ID and PIN safe because you will need them to apply and access your information after you apply.

List all previous names
If you have completed any studies under another name, you must provide VTAC with details of your previous names when completing your registration. For information about providing evidence for previous names, see Other evidence required (page 26).

Keep your visa details handy
If you hold a visa you will be asked to enter the date it was granted and the subclass (the number or letter printed on the visa).

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.

Made a mistake?
Don’t register again. If you made a mistake and want to correct your VTAC User Account details, see Making changes to your course application (on this page).

Year 12 or other applicant?
When you register you will be asked to clarify if you are a current Year 12 student or not. This will determine how VTAC collects your Year 12 results and how much you will be charged for your processing fee.

How institutions assess you for selection will depend on your highest formal qualification. For further information about selection requirements see Year 12 and non-Year 12 applicants: which one are you? (page 8).

Making changes in your VTAC user account
If you need to make any changes to your personal details after the registration process or during the application period, you can do this through your VTAC user account.

Change of name

Corrections
If your name is spelt incorrectly on your application, you can notify VTAC of your correct name by sending a certified copy of photo identification such as a passport or drivers licence. See How to supply your documents (page 27).

New names
If you have changed your name since registering or applying for courses, you can notify VTAC of your change of name by sending a certified copy of your marriage certificate or change of name certificate. See How to supply your documents (page 27).

Previous names
If you studied using another name, but forgot to include the name, or entered the details incorrectly when you were completing your course application, you can add previous names and delete incorrect previous names in your VTAC user account by following these links: Personal details > Previous names.

You will also need to provide evidence of any previous names. See Other evidence required (page 26).

Correct your date of birth
If you are a current Year 12 student and your date of birth has been received by VTAC incorrectly, you can update your details in your VTAC user account by following these links: Personal details > Date of birth.

Update your citizenship/residency status
If you registered with VTAC as an international student and you now have Australian citizenship, Australian permanent residency or New Zealand citizenship, you can update your details in the following ways:
• From August until 4pm Tuesday 15 December 2015: You must contact your Year 12 Coordinator and write to VTAC as soon as possible specifically requesting changes to your residency status and providing evidence of your updated citizenship/residency status. See Other evidence required (page 26).
• After 4pm Tuesday 15 December 2015: You must contact the institution directly because residency changes cannot be amended by VTAC after this date.
• Mid-year 2016: You must write to VTAC as soon as possible providing evidence of your citizenship/residency. See Other evidence required (page 26).

Change of address, phone number or email
If you have moved or changed your phone or email address since registering with VTAC, you should update your contact details as soon as possible in your VTAC user account by following these links: Personal details > Address/contact details.

Change your PIN
If you want to change the PIN for your VTAC user account, you can do so in your VTAC user account by following these links: Personal details > VTAC user account PIN.

Assign an authorised nominee
If you would like someone to be able to contact VTAC on your behalf regarding your course application, you can add them as an ‘authorised nominee’ in your VTAC user account by following these links: Personal details > Authorised nominee—course application.
You will be asked to provide their details such as name, contact information, relationship and date of birth.

Change of address, phone number or email
If you have moved or changed your phone or email address since registering with VTAC, you should update your contact details as soon as possible in your VTAC user account by following these links: Personal details > Address/contact details.

Change your PIN
If you want to change the PIN for your VTAC user account, you can do so in your VTAC user account by following these links: Personal details > VTAC user account PIN.

Assign an authorised nominee
If you would like someone to be able to contact VTAC on your behalf regarding your course application, you can add them as an ‘authorised nominee’ in your VTAC user account by following these links: Personal details > Authorised nominee—course application.
You will be asked to provide their details such as name, contact information, relationship and date of birth.
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.

Read this section carefully

Even if you are not currently studying Year 12, you may still be classified as a Year 12 applicant.

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.

For more information on course selection criteria for Year 12 and non-Year 12 applicants, see Course selection criteria (page 10).

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 (https://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.
Who can apply for courses through VTAC?

You can apply for courses through VTAC if you are:

- an Australian citizen
- an Australian permanent resident
- a New Zealand citizen
- a temporary resident or someone planning to obtain a student visa who is currently studying an Australian Year 12 (in Australia or overseas), for example: VCE, VCAL, HSC, NTCE, QLD Senior Certificate, SACE, TCE, WACE or International Baccalaureate in Australia or New Zealand.
- an international student currently enrolled at The University of Melbourne applying to transfer to another course at The University of Melbourne
- a temporary resident or someone who is planning to obtain a student visa who is currently studying or has finished the NCEA in New Zealand with no tertiary studies applying to Monash University.

If you don’t meet the citizenship/residency requirements above you must apply directly to institutions—not through VTAC.

How do I know if I’m eligible to apply for courses?

To find out if you’re eligible 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.

1. Tertiary entrance requirements

Tertiary entrance requirements are the minimum level of education you need to have completed in order to be considered for selection into tertiary studies. VTAC is responsible for assessing your minimum tertiary entrance requirement status. This advice is passed on to all of your course preferences. Course selection authorities have the ability to determine whether or not the information is accurate for you and the specific course.

Tertiary entrance requirements for VET courses

Most VET courses have no minimum tertiary entrance requirements, however, in order to progress through each qualification level you may need to meet specific requirements. These requirements may include the successful completion of Year 12, relevant work experience or recognition of prior learning. For further information refer to individual institutional pages and course entries.

Tertiary entrance requirements for undergraduate higher education courses

The minimum tertiary entrance requirements for higher education courses in this guide are satisfactory completion of an Australian or overseas Year 12 program (for example VCE, IB, VCAL, HSC, and equivalents interstate and overseas). This includes the satisfactory completion of the VCE and Units 3 and 4 of one of the following English studies: English, English as an Additional Language, Literature or English Language. Completion must be in sequence and in the same calendar year, unless interrupted study status is granted. For further information see VICTER 2016 and the ABC of Scaling 2016 on the VTAC website (http://www.vtac.edu.au/publications).

You will also meet the minimum requirements if you have previously completed any part of a tertiary qualification at Certificate IV level or higher, or if you will this year (for example, Certificate IV, Diploma, Associate Degree and Degree studies, or overseas equivalents).

Check individual institutions for their entrance requirements (see the institutional pages on the VTAC website: http://www.vtac.edu.au/courses-inst/institutions.html).

Only some Higher Education providers will consider senior secondary completion such as Senior VCAL in lieu of VCE completion.
FAQs

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'm studying Year 12 interstate. Am I eligible?
If you meet minimum tertiary entrance requirements for all universities in your home state, you will meet minimum tertiary entrance requirements in Victoria. Note that an English study is required for entry to many courses. For the Australian Tertiary Admission Rank (ATAR) calculation and university admission under the home state rule, all ATARs are treated as equivalent between states.

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 2016. 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 2016. 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 (http://www.vtac.edu.au/who/osquals.html).

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 (in addition to your VTAC course application). To find out which institutions recognise mature age entry and their age requirements, see SEAS: Category 1 (page 46).

2. 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 (http://www.vtac.edu.au/courses-inst/institutions.html).

If you don’t meet the tertiary entrance or institutional requirements, you may be eligible for special consideration through the Special Entry Access Scheme (SEAS) (see page 41).

3. Course selection criteria
Course selection criteria are additional criteria you may need to meet in order to be considered for selection into a course. They are listed as Prerequisites, Selection requirements, Additional considerations and Enrolment considerations in the course information in the VTAC Guide and in CourseSearch (http://www.vtac.edu.au/courses/searchguide.html).

You must meet prerequisites and complete all relevant selection requirements by the dates specified to ensure your application for the course will be considered. Examples include: submitting an additional form, sitting a test, presenting a folio or attending an interview.

Course entries in the VTAC guide and in CourseSearch all include a reference table outlining the Selection criteria for the course. The Selection criteria may be different for Year 12 applicants and non-Year 12 applicants. The table makes it easy to see which Selection criteria apply to you. To determine which type of applicant you are, see Year 12 and non-Year 12 applicants: which one are you? (page 8).
Course entries in the printed version of the VTAC guide include a Selection criteria reference table showing any applicable Prerequisites, Selection requirements, Additional considerations and Enrolment considerations for the course:

<table>
<thead>
<tr>
<th>Selection criteria</th>
<th>Year 12 applicants (Y12)</th>
<th>Other applicants (NY12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Selection requirements</td>
<td>• ATAR</td>
<td>• Educational History including GPA</td>
</tr>
<tr>
<td></td>
<td>• VTAC Personal Statement (some)</td>
<td>• VTAC Personal Statement</td>
</tr>
<tr>
<td>Additional considerations</td>
<td>• SEAS</td>
<td>• SEAS</td>
</tr>
<tr>
<td>Enrolment considerations</td>
<td>• Working With Children Check</td>
<td>• Working With Children Check</td>
</tr>
</tbody>
</table>

Course entries in CourseSearch list the same information in the table, but with specific details on the requirements:

**Understanding the selection criteria**

Before reading any course entries, make sure you understand which applicant group you belong to (Year 12 or Other/Non-Year 12). The Year 12 applicant group is not just for current Year 12 students—it includes anyone who has completed or attempted Year 12 in the past with no additional qualifications higher than a Certificate III.

Other/Non-Year 12 applicants are those who have not completed or attempted Year 12 and have no other qualifications higher than a Certificate III, or who have completed or attempted qualifications at a Certificate IV level or higher (including higher education studies such as a bachelor degree).

For more detailed definitions of the Year 12 and Other/Non-Year 12 applicant groups, see *Year 12 and non-Year 12 applicants: which one are you?* (page 8).

**Prerequisites**

Prerequisites are studies that must be successfully completed to be considered for a course.

For undergraduate courses, prerequisites are mostly listed as VCE studies required for entry into degree courses, however there are a few courses that require a Certificate IV or higher qualification.
Graduate courses require the completion of an appropriate undergraduate qualification such as a bachelor degree. If you are in doubt about the suitability of your background you should contact the institution directly, not VTAC.

**Selection requirements**
Selection requirements are additional compulsory requirements that must be completed by applicants. Selection requirements may apply to all or some of the applicants to each individual course. Not all courses have selection requirements, however if you are required to complete a selection requirement and do not, you may jeopardise your application and rule yourself out for selection.

Selection requirements may include: sitting a test; an English language proficiency test; completing a supplementary form; presenting a folio; attending an interview, audition or information session.

**Additional considerations**
Additional considerations are items that are not required, but if completed may add to your course application. Additional requirements may apply to all or some of the applicants to each individual course.

For example, some courses will give subject bonuses to Year 12 students. Other courses may look at your work experience and how that might help you successfully complete the course.

**Enrolment considerations**
Enrolment considerations are tasks that should generally be completed prior to enrolling or starting a course or course placement. Enrolment considerations are also used to help applicants understand the physical and legal requirements required by a course. Enrolment considerations may include: physical requirements, special equipment, or Working with Children/police record checks.

**Working with Children Check**
A number of courses will require you to have undertaken a Working with Children Check prior to enrolling in the course. To find out whether you need to complete this check, see *Enrolment considerations in the course information in CourseSearch* (http://www.vtac.edu.au/courses/searchguide.html) or contact the institution. For more information see the Working with Children Check website (http://www.workingwithchildren.vic.gov.au).

**Police record check**
A police record check may be required for some courses. To find out whether you need to complete this check, see *Enrolment considerations in the course information in CourseSearch* (http://www.vtac.edu.au/courses/searchguide.html) or contact the institution. For more information see the Victoria Police website (http://www.police.vic.gov.au/content.asp?Document_ID=274).

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**Further requirements for graduate entry teaching (GET) courses**

**Prerequisites for graduate entry courses**
To apply for graduate entry teaching courses through VTAC, you must be completing or have completed an appropriate undergraduate qualification such as an Australian bachelor degree or overseas equivalent. If you are in doubt about the suitability of your background, you should contact institutions directly, not VTAC.

**English language proficiency requirement for graduate entry teaching courses**
For admission to graduate entry teaching courses, there is a minimum English language proficiency requirement. To determine if you meet institutional English language requirements, refer to course selection requirements for each course or the institution’s information page on the VTAC website (http://www.vtac.edu.au/courses-inst/institutions.html).

If you have results from IELTS (Academic), internet-based TOEFL, or similar, or if you subsequently sit the test, you should supply VTAC with a certified copy of your results as soon as you receive them. See *Evidence of results and other documentation* (page 25).

**Interviews for English language proficiency requirements**
You may also be required to attend an interview to confirm that you meet English language proficiency requirements. Interviews are likely to be held in November, December 2015 or early January 2016. For information about any interviews that you have been asked to attend, you should contact the institution.
Still unsure?
If you are unsure if you meet the English language proficiency requirements, contact the institutions you are applying to as soon as possible.
Only the authorities at the institutions (not VTAC) can evaluate whether you meet the requirements.
Ensure all advice you receive is in writing.

Eligibility for specialist teaching areas in graduate entry teaching courses
VTAC uses the Victorian Institute of Teaching specialist area guidelines and the following broad guidelines to advise selection authorities of the specialist areas for which you may be eligible:

- Primary teaching courses are available to degree (or, in some cases, equivalent diploma) holders from any discipline.
- For secondary teaching courses, some specialist teaching areas require a sub-major while others require a major course of study.

Sub-major: A total of half a year of successful full-time higher education study, usually comprising sequential discipline studies taken over two years, or equivalent. In most programs, this equates to four units with no more than two at first year level.

Major: A total of three-quarters of a year of successful full-time higher education studies, usually comprising sequential discipline study taken over three years, or equivalent. In most programs, this equates to six units with no more than two at first year level and no fewer than two units at third year level.

Information is provided by VTAC to institutions on an advisory basis only and is not binding. Once assessed, you can see your specialist teaching areas assessment in your VTAC user account. If you are still unsure of your eligibility for specialist areas, you should contact the institution directly.

Some graduate entry teaching courses listed are approved under the Australian accreditation standards. Courses approved under the Australian accreditation standards require at least a major study in at least one teaching area and a second teaching area comprising at least a major or minor study for secondary teaching. For further information visit the Victorian Institute of Teaching website (http://www.vit.vic.edu.au).

Assessment of your qualifications for graduate-entry teaching courses
The Victorian Institute of Teaching can also provide teaching area assessments. If you choose to use or have used this service, please supply any formal assessment to VTAC. For instructions on sending documents to VTAC, see How to supply your documents (page 27).

For further information:
The Victorian Institute of Teaching website: http://www.vit.vic.edu.au/finditfast/Teacher-education-programs/Pages/Assessmentofqualifications.aspx

VTAC’s role in selection

VTAC does not select applicants nor does VTAC influence decisions made by selection authorities at institutions.
Selection is the responsibility of each institution’s course selection authorities. When considering your application, course authorities take into account published institutional and course entrance requirements, prerequisite studies and methods such as interviews, folios and supplementary forms. For a list of the criteria used for selection to a course, see Selection criteria in the course information online.

Institutions use a range of selection methods depending on the course and on the educational background of the applicants.
Selection is mainly based on educational qualifications and experience. Institutions also use additional selection criteria such as interviews, folios, auditions, aptitude and other special purpose tests, personal statements and questionnaires.

VTAC system rules prohibit the use of preference level as a selection criterion.
This means that a selection officer’s decision on whether to make you an offer cannot be influenced by where you have placed that course on your preference list.
An institution cannot advise you that you must list their course as a first preference to be eligible for an offer.
The Hotel School Melbourne builds on the reputation of The Hotel School Sydney, a unique educational partnership between Southern Cross University and Mulpha Australia, a major player in the hospitality industry. The combination of academic excellence from Southern Cross University and industry connectedness from Mulpha Australia creates an innovative learning environment.

With four course options available, The Hotel School Melbourne focuses on hotel management skills, management practice in hospitality industries and the skills needed for employment in a dynamic and competitive global environment.

Bachelor of Business in Hotel Management
Graduate Certificate in International Tourism and Hotel Management
Graduate Diploma in International Tourism and Hotel Management
Master of International Tourism and Hotel Management

For more information and to apply visit hotelschool.scu.edu.au
Types of courses and qualifications

All courses listed by VTAC are colour-coded by qualification level, as shown below.

Vocational education and training (VET)

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. Class sizes are usually small, allowing for individual attention. These courses may be work-based or involve a work placement.

Vocational education and training • VET

• VET qualifications include: Certificate II, Certificate III, Certificate IV, Diploma and Advanced Diploma.

Higher education

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. Although courses vary, many higher education courses include formal lectures and tutorials.

Higher education • HE

• Undergraduate qualifications include: Bachelor degrees and Associate degrees

Graduate entry teaching • GET

• Graduate entry teaching courses prepare you to become a teacher
• Graduate entry teaching qualifications include Graduate Diploma of Education and Master of Teaching
• Graduate entry teaching courses require an undergraduate qualification, such as a Bachelor degree, as a prerequisite

Graduate entry (other) • GRAD

• Graduate entry (other) includes all courses, other than graduate entry teaching courses, that require an undergraduate or VET qualification and/or relevant work experience as a prerequisite
• Graduate entry qualifications include: Graduate Diploma, Bachelor, Honours, Master, and Doctor
Understanding course entries

VTAC publishes course information in the annual VTAC Guide as well as online in CourseSearch and the VTAC eGuide. The course entries in CourseSearch and the VTAC eGuide provide additional detail to what is published in print.

1. **VTAC heading**: The heading is created for the VTAC Guide and CourseSearch only. For the official name of the course, see qualification title. The coloured badge indicates the qualification type/level (see page 15).

2. **Institution**: The institution where the course is offered.

3. **Campus, VTAC course code and fee type**: Only courses with applications through VTAC have VTAC course codes. These codes show which course, campus and type of course fees you are applying for. See Course codes and fee types (page 18).

4. **Selection data table**: Shows the ATAR above which all course applicants were offered a place last year, the percentage of offers made to applicants with an ATAR lower than the Clearly-in, the number of offers made to current Year 12 applicants and the total number of offers. For more information see About the Course index (page 72).

5. **Qualification title and length**: The official title of the course, and number of years to complete the course on a full-time basis.

6. **Course description**: A brief outline of the course, including how the course is structured each year or semester, and the components that make up the course (e.g. academic units, field work and industry placements). The online course description is often more detailed than the version that appears in print.

7. **Major studies (CourseSearch only)**: The main areas of study covered in the course.

8. **Selection criteria table**: The factors that will be taken into consideration during the applicant selection process, including Prerequisites, Selection requirements, Additional considerations and Enrolment considerations (see Course selection criteria page 10). The first column lists the criteria applicable to Year 12 applicants; the second column lists the criteria applicable to non-Year 12 applicants. Below the table you will find detailed information about what is required for each criteria. For more information about which column applies to you, see Year 12 and non-Year 12 applicants: which one are you? (page 8).

9. **Prerequisites (full details on CourseSearch only)**: Studies that must be successfully undertaken to be considered for a course. In most cases, prerequisites apply to both Year 12 and Other/non-Year 12 applicants. Read the notes beneath the table to see if there are any exemptions or other requirements to complete in lieu of the prerequisites.

10. **Selection requirements (full details on CourseSearch only)**: Compulsory requirements that apply to either some or all Year 12 or Other/non-Year 12 applicants. Read the notes beneath the table to find out whether or not you are required to complete these requirements.

11. **Additional consideration**: Other factors that institutions may consider as part of your application. They are not compulsory, but may contribute to you being further considered for a course. Read the notes beneath the table for more information.

12. **Enrolment considerations**: Generally activities or legal requirements needed by an applicant either at the time of enrolment or during the course. Read the notes beneath the table for more information.

13. **Apply**: Shows whether applications are through VTAC or direct to the institution.
Example of a course entry in the printed VTAC Guide

Education (Primary) HE

Example College
South Melbourne: 09780212331 (CSP) full-time

Selection criteria
Year 12 applicants (Y12) Other applicants (NY12)
Prerequisites
Yes Yes
Selection requirements
• ATAR
• VTAC Personal Statement
• Educational History including GPA
• VTAC Personal Statement
Additional considerations
• SEAS
• SEAS
Enrolment considerations
• Working With Children Check
• Working With Children Check

This course is for applicants who wish to become teachers in primary schools. Graduates are eligible for employment in both government and non-government schools.

Apply: Through VTAC

Example of a course entry in CourseSearch (http://www.vtac.edu.au/courses/searchguide.html)

Education (Primary)
Example College
South Melbourne: 9702133931 (CSP) Full-time
Apply: Through VTAC

About the course: In this partnership-based teacher education course, you’ll learn the practice and theory of education. There are substantial opportunities for you to pursue general education studies in two elective fields.

This course includes compulsory studies in primary and secondary education and curriculum and teaching practice in each year. It also includes general studies electives that enable you to develop major sequences of study for teaching in secondary schools. You’ll receive a minimum of 88 days teaching practice over the four years of the course.

This course sits as part of a larger group of courses. For more information refer to the Science and Commerce groups.

Major studies: Curriculum studies, Education, Education studies, Humanities, Language and Literacy, Mathematics, Science, Teaching

Selection Criteria:

Prerequisites:
• ATAR
• Educational History including GPA

Selection requirements:
• VTAC Personal Statement

Additional considerations:
• SEAS
• SEAS

Enrolment considerations:
• Working With Children Check

Course groups

Some institutions list related courses in groups rather than alphabetically. In such cases, a description of the overarching course group will precede the course entries for that group.
**Course codes and course descriptions**

Courses generally take the following length of time to complete:

- Bachelor Degrees require at least three years full-time study
- Associate Degrees require at least two years full-time study
- Advanced Diplomas require at least two years full-time study
- Diplomas require two years of full-time study
- Certificate IV courses can be (but are not always) the first year of a diploma
- Certificate II and Certificate III courses usually require between six and twelve months full-time study.

**Mode of study**

**Full-time**

All courses vary in the time commitment they require from students, so it is best to check with the institutions to be clear about what is meant by ‘full-time’. Depending on the content and level of the course, this could be anything between 12 and 35 contact hours (i.e. hours in tutorials and lectures) per week. In addition to this, you are expected to devote equal time to studying and assignments. Again, this varies from course to course and from subject to subject.

**Part-time**

Many courses can be studied part-time. Check individual course entries for ‘PT’ (part-time) to see if they accept applications for part-time study through VTAC. Otherwise check with the institution to find out if part-time options are available.

**Course codes and fee-types**

Every course that has applications through VTAC has a ten-digit VTAC course code. Some courses have more than one. When you apply for courses, the last digit of the course code tells you which fee type you are applying for. Check your codes carefully: Make sure you are applying for the course, the campus and the fee-type that you want.

**Why do some courses have no course codes?**

For courses with no course codes applications should be made directly to the institution. For further information see Applying directly to the institution (page 29).

**Why do some courses have more than one code?**

If the same course is offered at more than one campus, there will be different codes for each campus.

If courses have similar codes ending in a different number, it means they may have some government-funded places and some full-fee places, and/or some domestic places and some international places for the same course.

**Which codes can I apply for?**

The codes available to you in the course application are determined by your age and your citizenship/residency as shown below:

<table>
<thead>
<tr>
<th></th>
<th>Higher education courses</th>
<th>Vocational Education and Training (VET) courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CSP codes ending in 1</td>
<td>DFP codes ending in 2</td>
</tr>
<tr>
<td>Australian citizen</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Australian permanent resident</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>New Zealand citizen</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Temporary resident</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>Will obtain a temporary resident/student visa</td>
<td>×</td>
<td>×</td>
</tr>
</tbody>
</table>

CSP (Commonwealth supported places)
DFP (domestic fee places)
IFP (international fee places)

Note for international students: If you are granted permanent residency during the VTAC application period, please contact VTAC immediately. See Making changes (page 6).
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. Whether you are eligible for a government-funded place or a full-fee place will be determined by the institution when you enrol.

CSP (Commonwealth supported places)
VTAC course codes that end in 1 followed by ‘CSP’ in brackets, like this:

0987625841 (CSP)
are for Commonwealth supported places.
This means the Australian Government pays the majority of the cost of your place in a higher education course and you are responsible for paying a small portion of the cost, known as the student contribution.
To apply for Commonwealth supported places you must be:
• an Australian citizen,
• an Australian permanent resident, or
• a New Zealand citizen.

CSP student contributions
Each university or college sets its own student contribution for each unit of study. The amount you pay is calculated based on the units (subjects) of study you undertake.
Student contribution amounts may vary between institutions and units but they cannot exceed the maximum amount set by the Australian Government. Units of study are allocated to four bands and the maximum amount your institution can charge you depends on the band.
Please note that units of study in the same course may be classified in different bands.
Student contribution ranges are available from http://www.studyassist.gov.au. The ranges for 2016 will be available later this year.

Payment options
For information about payment options including eligibility for HECS-HELP, see the Study Assist website (http://www.studyassist.gov.au) or call: 1800 020 108.

Your Tax File Number
You must provide your tax file number (TFN) to the tertiary institution when you enrol in a CSP place. If you don’t already have a TFN, apply for one early to ensure it is available in time for enrolment. See the Australian Taxation Office website (http://www.ato.gov.au) or call 13 28 61.

DFP (Domestic fee places)
VTAC course codes that end in 2 followed by ‘DFP’ in brackets, like this:

0987653382 (DFP)
are for domestic full-fee places offered by TAFE providers and independent tertiary colleges. There is no government contribution for these places and, unless you receive a scholarship, you will be liable for the full cost of the course. Tuition fees and other costs will be determined by the institution offering the course. These fees are calculated based on subjects or units taken and may vary between institutions.
To apply for domestic full-fee places you must be:
• an Australian citizen,
• an Australian permanent resident, or
• a New Zealand citizen.

Payment options
For information about fees and payment options for fee-paying places, see the institution’s pages in this guide or on the VTAC website (http://www.vtac.edu.au/courses-inst/institutions.html).

IFP (International fee places)
VTAC course codes that end in 3 followed by ‘IFP’ in brackets, like this:

0987690743 (IFP)
are for international fee places. You will be liable for the full cost of the course and required to pay the tuition fee directly to the institution each semester or year.
To apply for international fee places through VTAC, you must hold or plan to obtain an Australian temporary resident/student visa and be:
• a current student of a standard Australian Year 12 program (e.g. VCE) or International Baccalaureate in Australia or New Zealand; or,
• an international student currently enrolled at The University of Melbourne applying to transfer to another course at The University of Melbourne; or,
• a temporary resident or someone who is planning to obtain a student visa who is currently studying or has finished the NCEA in New Zealand with no tertiary studies applying to Monash University.

If you want to apply as an international student but you do not meet the criteria listed above, you must apply direct to the institution.

Payment options
For information about fees and payment options for international fee-paying places, see the institution’s pages in this guide or on the VTAC website (http://www.vtac.edu.au/courses-inst/institutions.html).

Fee Type determined by provider
VTAC course codes that end in 4 followed by ‘Fee Type determined by provider’ in brackets, like this:
0987690744 (Fee Type determined by provider)

means that the institution will determine your eligibility for a government-funded place when you enrol.

All vocational education and training (VET) courses with applications through VTAC will have VTAC course codes ending in 4.

To apply for VET places through VTAC you must be:

• an Australian citizen,
• an Australian permanent resident, or
• a New Zealand citizen.

You may be eligible for government funding if you are younger than 20 years of age on 1 January in the year you start the course or if you are ‘upskilling’ by enrolling in a course at a higher level than your existing qualification.

Payment options

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 (http://www.education.vic.gov.au/training).

VET course pathways and fees

Please note: If you apply for VET courses that have 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. This may affect your eligibility for government funding.

To find out which VET courses require enrolment at Certificate level, their fees and payment options, please contact the institution.

Staying up to date on new courses, cancellations and changes

For the latest information about courses and VTAC applications including new courses, cancelled courses and course changes since 15 June 2015, check the course updates page (www.vtac.edu.au/courses-inst/courseupdates.html) or the VTAC blog.

You can also sign-up to receive regular updates via RSS, email subscription, Facebook or Twitter.

All the latest course information such as new, cancelled and amended courses will also be available in CourseSearch.

For more information on what happens when a course you have applied for is cancelled, see What to do if a course is cancelled (page 29).

Follow VTAC on social media

| VTAC blog | Check out the VTAC blog http://blog.vtac.edu.au/ |
| Facebook | Connect with VTAC on Facebook http://www.facebook.com/vtacguide |
| Twitter | Follow VTAC on twitter @vtacguide |
Pathways into courses

There may be more than one pathway to the qualification you want. Pathways provide a range of entry and exit points to courses. Pathways can be achieved in a number of ways including linking existing qualifications. For example, you may be able to study a different course first to gain the credits needed for entry into your first choice, or you may be able to use your TAFE or training qualification as a pathway to higher education at university. For further information visit http://www.vtac.edu.au/courses-inst/pathways.html.

Credit transfer and recognition of prior learning (RPL)

Credit transfer

Credit transfer is when a university or training provider allows you to count previous education or training in a similar field or topic towards part of a degree or other qualification. This can reduce the number of subjects you have to do to gain your qualification. You will need statements of academic achievement to support your request for credit.

Additionally, Universities Australia has developed national credit transfer guidelines for students moving from VET (Vocational Education and Training) to a related undergraduate university course. Participating universities have agreed that holders of a completed diploma in a related area of study will be granted up to 33% credit in a three-year degree, or up to 25% in a four-year degree. Holders of an advanced diploma can obtain up to 50% credit towards a three-year degree. In all cases, the actual amount of credit granted is dependent upon the student’s level of achievement in the VET studies and upon the specific composition of the units completed.

For further information see the Policies/Programs section of the Universities Australia website (http://www.universitiesaustralia.edu.au). For more specific course information and to discuss your individual circumstances, check with the institution offering your course of interest.

Recognition of prior learning (RPL)

Recognition of Prior Learning (RPL) is a way of getting any previous relevant experience—working, training, volunteering, including activities in the community—formally recognised towards a qualification. This can be a shortcut to getting a qualification because you will be formally recognised to have completed parts of the training requirements.

For links to credit transfer and RPL policies from the following tertiary institutions, see the VTAC website (http://www.vtac.edu.au/courses-inst/credit-transfer.html).
Applying for courses

Courses listed by VTAC accept applications either through VTAC or direct to the institution.

Apply: **Direct to institution**

For courses listed as ‘Apply: Direct to institution’, see Applying directly to the institution (page 23).

Apply: **Through VTAC**

For courses listed as ‘Apply: Through VTAC’, you need to register for a VTAC user account (see page 10) and complete the online application process.

### Important dates

<table>
<thead>
<tr>
<th>Course applications</th>
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<th>Close</th>
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<tr>
<td>Timely course application</td>
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<td>30 September (5pm)</td>
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<tr>
<td>Late course application</td>
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<td>Very late course application (not available for graduate entry teaching courses)</td>
<td>6 November (7pm)</td>
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<tr>
<td>Payment deadline for early offers in Nov 2015</td>
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<td>Payment deadline for graduate entry teaching offers in Jan 2016</td>
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<td>VTAC Personal Statement and supporting documentation</td>
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</tr>
<tr>
<td>Final submission date VTAC Personal Statement edits</td>
<td></td>
<td>4 Jan 2016 (5pm)</td>
</tr>
</tbody>
</table>

### How to apply for courses through VTAC

See a demonstration

You can view a demonstration before you start your real course application. The demo works just like the real thing, but you won’t be able to save or submit anything you type. See Course application demo on the VTAC website (http://www.vtac.edu.au/demos/app/).

1. Register for a VTAC user account

Before you can apply for courses, you must register with VTAC. If you registered any time before August 2015 you will need to register again. If you haven’t registered yet, see How to register a VTAC user account (page 5).

2. Log in

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

3. Open the course application

To open the application, select ‘Course application’ in your VTAC user account. All course applications through VTAC are submitted online.

4. Enter your educational history—secondary studies

The first section asks for details of your secondary studies. You will be asked to list the years and locations of your Year 12 studies and provide your student number/s if you have them. You must list all current and previous secondary studies undertaken in Australia and overseas including all units of Year 12 studies undertaken in previous years. The application will tell you if VTAC is able to retrieve your Year 12 results automatically, or if you will need to supply evidence. For information about when evidence of your previous study is required, see Evidence of results and other documentation (page 25).
5. Enter your educational history—post-secondary studies
The next section will ask you about your post-secondary studies, including what you studied, where and when, and whether you have completed the study, it is in progress or you did not complete. You will also be asked to enter your student number/s if possible. You must list all current and previous tertiary studies undertaken in Australia and overseas including tertiary study this year if you did not officially withdraw by the census date. For information about when evidence of your previous study is required, see Evidence of results and other documentation (page 25).

6. Enter details of any admissions tests you have taken
You will be asked if you have sat the STAT or the ALSET in recent years and if so, when. You will also be asked if you have sat the UMAT or ISAT and if so, to provide your examination number. For more information see Admissions tests (page 33).

7. Confirm your educational history details
You will be asked to review your educational history and confirm that the details are correct.

8. List your course preferences
You can enter up to twelve course preferences using the institution and course drop down menus or by entering the course codes. You can also move your preferences up and down the list or remove them if you are no longer interested or made a mistake. Course preferences should be listed in the order you would most like to study, with your highest preference at the top. Don’t worry if you are not sure at this stage—you can change your preferences after you have submitted your application at no additional charge and as many times as you like. For more information see Changing your course preferences (page 39).

9. Set your information release permissions
You will be asked 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, enrolment and deferment (page 66).

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

10. Authorise a nominee (optional)
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.

11. Respond to statistical questions
The application will ask you to provide statistical information which is collected on behalf of institutions and the Department of Education and Early Childhood Development (DEECD).

Some of the questions about Aboriginal and Torres Strait Islander identity and your parents’ or guardians’ educational history will be used if you submit a Special Entry Access Scheme (SEAS) application. To apply for special consideration due to educational disadvantage, you will need to submit a SEAS application (page 41).

Other questions associated with a disability, impairment or medical condition will assist institutions ensuring that their facilities meet your needs. Your responses will remain anonymous to selection officers and none of this information is used as part of the selection process for courses to which you have applied, unless you give permission by applying for SEAS Category 1.

12. Review your application details, submit and pay your application fee
You will be asked to review your course preferences, authorised nominee details and statistical information and confirm that the details are correct. You may then submit your application. A record of your original course application will be available to view in the ‘Course application’ section of your VTAC user account and also sent to your email address.

You will also have the opportunity to pay your course application processing fee. You do not have to pay the fee straight away, but if you do not pay by the deadline (see Dates and fees page 1) your application will not be considered.

Tips for completing your course application

Make it accurate
It is your responsibility to ensure that you complete your application accurately, answer all relevant questions and provide the required information. If you provide incorrect information or omit information such as current and previous studies, you may jeopardise your chance of receiving offers, or any offers you receive may be withdrawn.

Gather everything you need before you start
Before you start your course application, make sure you have all of the details you will need close to hand for reference. In particular, make sure you have all the details about your educational history. You can’t save a draft of your course application while you are working on it, so if you have to stop in the middle to find some information you may have to start from scratch when you come back.
Listing course preferences

You must determine whether you meet prerequisites and must complete all relevant selection requirements for the courses you apply for. See Course selection criteria (page 10).

You can submit a minimum of one and maximum of twelve general tertiary courses on your application. If you are applying for graduate-entry teaching, you can include a maximum of four graduate-entry teaching courses, in addition to general tertiary courses (up to a maximum of sixteen courses on your application).

You must list courses in order of preference (i.e. the course you want the most should be listed as your number one preference). If you change your mind, you can add, delete or re-order your courses any time before the closing date.

To add a course, you can either enter the course code (if you know it) or choose the institution and course from a list. You also have the option to view the course information and check that you are selecting the correct course.

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 fee type, and missing out on the one you want.

Check the course fees: The final digit of the VTAC 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. For information about the different fee-types, see page 18.

Codes for full-time and part-time options: For many courses the same course code applies for both full-time and part-time study methods. For these courses, if you want to apply for full-time and part-time options, you must only list the course code once. However, some courses have separate codes for full-time and part-time options, so to apply for both full-time and part-time options, you must list the two different codes.

Codes for multiple qualifications: For most courses that list more than one qualification, the same course code applies to all qualifications. To apply for any one of the qualifications listed under this code, you only need to list the course code once. You will determine the qualification at the time of enrolment. Some courses have separate codes for each qualification. In these instances, you must list the specific code for each qualification you wish to apply for.

You can change your preferences later: You can change your preferences throughout the application and offer periods. For more information see Changing your course preferences (page 39).

Made a mistake?

If you have made a mistake or left something out, and you want to change your registration or application details, see Making changes to your course application (page 28).

Changed your contact details?

If you change your home address, email address and/or telephone number, you must update them in the 'Personal details' section of your VTAC user account as soon as possible to ensure you receive any important communication from VTAC.

Tips for graduate entry teaching (GET) applicants

Specialist teaching areas

You must ensure you are eligible for the specialist areas you apply for, otherwise selection is unlikely. For information about how eligibility is assessed see Further requirements for GET courses (page 12).

For a list of specialist areas see the Index of specialist teaching areas (page 561). To find out which specialist areas are available for each course, see the graduate entry teaching courses in CourseSearch on the VTAC website (http://www.vtac.edu.au/courses/searchguide.html).

You must include either two single specialist areas or one double specialist area for each graduate entry course you include on your application:

- If you are applying for a Commonwealth supported place (CSP) and a domestic fee-paying place (DFP) in the same course, you must include the same specialist areas for both preferences.
- Codes for specialist areas are listed in graduate entry teaching courses in CourseSearch on the VTAC website (http://www.vtac.edu.au/courses/searchguide.html) and are also available in the course application.
- Codes for single specialist areas begin with 1—To apply for single specialist areas, you must include a code beginning with 1 in the ‘Specialist area A’ box and include a different code beginning with 1 in the ‘Specialist area B’ box.
- Codes for double specialist areas begin with 2—To apply for a double specialist area, you must include a code beginning with 2 in the ‘Specialist area A’ box only.
- If you are prepared to accept an offer for specialist areas other than those you have included for a course, you can choose ‘Yes’ for ‘Any other specialist areas’, and you will be considered for any combination of specialist areas for that course before being considered for a course listed as a lower preference on your application. You are advised to consider the option of accepting ‘Any other specialist areas’ as competition for some courses and some specialist areas is particularly strong. You will only be considered for specialist areas for which you have the appropriate academic background. If you are applying for a Commonwealth supported place (CSP) and a domestic fee-paying place (DFP) in the same course, you must choose ‘Yes’ for both preferences or ‘No’ for both preferences.
Course application processing fee

For your course application to be considered, you must pay the course application processing fee.

How much?
There are different fees for timely, late and very late course applications, so the amount you pay depends on when you apply. See dates and times for course applications (page 1).

Current Year 12 or the Other applicants fee?
If you apply within the ‘timely’ dates and you are currently enrolled in a standard Australian Year 12 (in Australia or overseas) or International Baccalaureate in Australia or New Zealand, you will pay the Current Year 12 timely course application processing fee.

Examples of standard Australian Year 12 include: VCE, VCAL, HSC, NTCE, QLD Senior Certificate, SACE, TCE, and WACE. If your Year 12 is not listed here, contact VTAC to find out whether it is recognised as a standard Australian Year 12.

If you apply within the ‘timely’ dates but are not currently enrolled in any of the above, you will pay the course application processing fee for all other applicants.

How to pay
You will be asked to pay online at the end of your course application. You can choose to pay immediately or later through your VTAC user account.

You can choose to pay via your PayPal account, or by Visa or MasterCard.

When to pay
VTAC recommends that you pay early. If you don’t pay by the final payment date, your course application will not be forwarded to institutions. See final payment dates (page 1).

No online receipt?
A copy of your receipt will be sent to the email address you provided to VTAC and will also be available via your VTAC user account.

Check your payment status
To ensure your processing fees have been received by VTAC, you can check your payment status in your VTAC user account.

Refunds
VTAC does not issue refunds on course application processing fees (except as required by law). You remain liable for the course application processing fee even if you withdraw your course application because all applications are processed immediately when received.

Evidence of results and other documentation

In order to process your application, evidence of your qualifications, results and other documentation may be required. VTAC has direct access to a lot of this information, however in cases where VTAC does not have access you will be required to supply evidence of your qualifications and results.

Results that VTAC can access directly
VTAC has direct access to the following results and qualifications. Do not send in evidence of the following unless you are specifically asked to do so.

Australian qualifications/results
You are not required to submit evidence of any of the following:
• VCE/VCAL results statement
• Standard Australian interstate Year 12 results
• Australian university results
• ATAR statement
• STAT results statement
• ALSET results statement
• TAFE results for certificate IV, diploma, advanced diploma and associate degree studies undertaken at:
  » RMIT University
  » Swinburne University of Technology
  » Victoria University

New Zealand results
You are not required to submit evidence of NCEA studies with results issued from 2007 onwards, but you must include your National Student Number (NSN) in your VTAC course application and authorise the release of your results to VTAC by the New Zealand Qualifications Authority.

For NCEA results issued before 2007 and/or CIE results, see Evidence and documentation required by VTAC below.

International Baccalaureate (IB) results
You are not required to submit evidence of IB studies with results issued from 2005 onwards, but you must include your IB student number in your VTAC course application.

You must also authorise the release of your results to VTAC by the International Baccalaureate Organisation through your school.

Amended results
If your results are amended after the official results release date, you must supply a certified copy of the amended results to VTAC if you want the amended results to be considered with your VTAC application.
If VTAC can’t get your results

If VTAC can’t access your results online, you will be advised of this while you are completing the ‘Secondary’ and ‘Post-secondary’ sections of the VTAC course application, and via email from VTAC. In these cases, you will be required to supply evidence of your qualifications/results to VTAC.

Results and documentation you must supply to VTAC

Take some time to read this section carefully because if you don’t supply the required documentation in the correct format, you may jeopardise your chance of receiving offers. In most cases certified copies are required. For information on how to get documents certified see How to supply your documents (page 27).

Qualifications/results

In some cases you need to supply evidence of your qualifications or results. If evidence is required, you must provide certified copies of the official transcript of results and certificate of completion printed by the institution. Results printed from the web are not official transcripts and do not provide sufficient evidence.

If you claim any of the following on your VTAC application, you must provide evidence for each qualification:

- TAFE/VET studies other than those listed above
- IB studies with results issued before 2005 (you must also include your IB student number on your VTAC course application)
- New Zealand NCEA studies with results issued before 2007 (you must also include National Student Number on your VTAC course application)
- New Zealand CIE studies with results issued before 2015 (you must also include your candidate number on your VTAC course application)
- Any other overseas studies

Submitting evidence of overseas qualifications/results

If you claim overseas qualifications on your VTAC application, you must provide evidence for each qualification. For New Zealand Year 12 qualifications/ results see above. For all other countries VTAC requires certified copies of certificates of completion showing the type of award/qualification, and transcripts of results showing your final year of secondary education and complete tertiary academic history.

If you have an assessment from the National Office of Overseas Skills Recognition (NOOSR) or an Overseas Qualifications Unit, you must provide certified copies to VTAC.

Documents in languages other than English

If your overseas qualification is in a language other than English, you must provide a certified copy of the original document (in the original language) and a certified copy of a translation by a NAATI accredited authority such as a consulate or official translation service. See National Accreditation Authority for Translators and Interpreters (NAATI) (http://www.naati.com.au).

If you don’t have the documents

If results are not available, you must supply a Statutory Declaration detailing the information that is missing and explaining why they are not available in the requested form.

Other evidence for graduate entry teaching

If you are applying to any graduate entry teaching courses you may need to supply evidence of the following:

Evidence of English language proficiency requirement for graduate entry teaching courses

For admission to graduate entry teaching courses, there is a minimum English language proficiency requirement. For details see Further requirements for graduate entry teaching (GET) courses (page 12).

If you have results from IELTS (Academic), internet-based TOEFL, or similar, or if you subsequently sit the test, you should supply VTAC with a certified copy of your results as soon as you receive them.

Evidence of qualification for graduate entry teaching specialist areas

If you are applying for graduate entry teaching courses, and you have an assessment from the Department of Education, Victorian Institute of Teaching or other authority outlining your eligibility to study specialist teaching areas, you must provide a certified copy to VTAC.

For Victorian and national specialist teaching area guidelines visit the Victorian Institute of Teaching website (http://www.vit.edu.au).

Other evidence required

Evidence of change of name

If you were enrolled under a different name for any studies you claim on your VTAC course application, or if another name is on any of the documents you provide to VTAC, you must provide evidence of your change of name.

- You do not need to supply evidence for common shortenings to first names such as: Elizabeth shortened to Liz or Beth.
- As evidence of your change of name, you must provide a certified copy of a marriage certificate, change of name certificate or deed poll.
- If proof of your name change is not available, you must supply a Statutory Declaration explaining why it is not available.

Evidence of citizenship/residency

If your Australian citizenship/residency status has changed since you registered or applied, you must provide a certified copy of your photo identification and certified copies of your citizenship/residency documents.

- VTAC will accept your evidence until 4pm 15 December 2015. After this date citizenship/residency changes cannot be amended by VTAC; you must contact the institution directly.
How to supply your documents

Only send copies, not originals
Do not send original documents to VTAC. All documents submitted become the property of VTAC and cannot be returned. All documents will be destroyed after selection.

Get your documents certified
Every copy you send to VTAC must be certified by an authorised witness. For instructions, see How to get your documents certified (next column).

Use white A4 paper and do not use staples
Other sizes, fax paper or coloured paper are not acceptable. Use only paperclips to hold the documents together.

Make sure your copies are clear and easy to read
Faint or dark copies can be difficult to read and you may be asked to send new copies. See Good and bad document examples on the VTAC website (http://www.vtac.edu.au/applying/documentation.html).

Use the appropriate coversheet
Each time you send documents to VTAC, you must also send a personalised documentation cover sheet that you can print from the ‘Coversheets’ section of your VTAC user account. There are four different coversheets:
• Course application coversheet: for documents to support information on your VTAC course application
• VTAC Personal Statement coversheet: for documents to support information on your VTAC Personal Statement
• SEAS coversheet: for documents to support information on your SEAS application
• Scholarship coversheet: for documents to support information on your VTAC scholarship application

Provide English translations where required
If any of your documents are in another language, you must provide a copy of the original document as well as an English translation of the document by a NAATI accredited authority such as a consulate or official translation service. See National Accreditation Authority for Translators and Interpreters (NAATI) (http://www.naati.com.au).

Send them by the deadline
Allow enough time for your documents to reach VTAC by mail in time to meet the closing dates. See Dates and fees (page 1).

Mail documents to:
   Victorian Tertiary Admissions Centre (VTAC)
   40 Park Street
   South Melbourne VIC 3205
   Australia

How to get your documents certified
A certified copy is one that has been verified to be a true copy by a witness who sees the original and the copy at the same time. The witness must be from an approved list of professionals and public officials. You cannot certify your own copies, or ask a family member to do so.

The person certifying the photocopy must include the following details on all pages that contain information:
• stamp or write: ‘This is a true copy of the document sighted by me’
• sign, date and provide contact details (name, address and telephone no.)
• use the official stamp or seal of their organisation or their profession and organisation name.

Who can certify my copies?
VTAC will accept copies certified by anyone who is authorised to receive affidavits or witness statutory declarations. They include:
• an accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, or the National Institute of Accountants or the Association of Taxation and Management Accountants or Registered Tax Agents
• a bank manager, but not a manager of a bank travel centre
• a barrister, solicitor or patent attorney
• a credit union branch manager
• a commissioner for declarations
• a Justice of the Peace
• a medical practitioner
• a police officer in charge of a police station, or of the rank of sergeant and above
• a public notary
• a pharmacist
• a principal of an Australian secondary college, high school or primary school.

VTAC will also accept copies certified by an authorised officer at:
• VTAC or any other Australian tertiary admissions centre
• the admissions office or student services office at any tertiary institution
• the official records department of the institution that originally issued the documents
• any Australian consulate.

What happens to my documents?
VTAC will forward required documents to institutions on your behalf. If the documents you supply to VTAC are deemed inappropriate (e.g. secondary course outlines, assignments), they may not be provided to institutions. VTAC cannot return any documents to you. All documents will be destroyed after all offers have been made.
Results printed from the web

Results printed from the web are not official transcripts. If you supply these, VTAC will forward them on to selection officers, however they may not be considered as sufficient evidence.

What if my documents are late?

If your documents reach VTAC after the closing date, they will be provided to institutions, but there is no guarantee that late documents will be considered by selection authorities. For closing dates, see Dates and fees (page 1).

Other things to consider after applying for courses

VTAC Personal Statement

The VTAC Personal Statement is available for applicants to provide to selection officers 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 under Selection requirements in the course information for any of the preferences on your VTAC course application. 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 see VTAC Personal Statement (page 31).

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 see the SEAS chapter (page 41).

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, see the Scholarships chapter (page 55).

Permission to publish offers

Every year VTAC publishes a list of offers made to applicants in a number of print and online metropolitan and regional newspapers (in addition to notifying applicants directly). If you want to change whether or not your offers are published, you can do so in your VTAC user account by following these links: Course application > Newspaper offer publication choice

- For graduate entry teaching offers, you can make changes until 12 noon Friday 8 January 2016.
- For all other offers, you can make changes until 12 noon Wednesday 13 January 2016.

Permission to receive supplementary offers

Supplementary offers are offers made by institutions for vacant places in courses after all other offer rounds have ended. If you want to change whether or not you are considered for supplementary offers, you can do so in your VTAC user account by following these links: Course offers > Supplementary offer participation.

- If you want to be considered for supplementary offers in graduate entry teaching courses you must select ‘Yes’ before 12 noon Thursday 21 January 2016.
- If you want to be considered for supplementary offers in all other courses you must select ‘Yes’ before 12 noon Friday 5 February 2016.
- If you want to stop receiving undergraduate supplementary offers, you can select ‘No’ at any time, however once you opt out you cannot opt back in.

Financial matters and accommodation

It’s a good idea to start thinking about financial matters such as living expenses and study fees as soon as you can. For more information see Financial Assistance (page 70). If you will need to move to another location in order to study, now is also a good time to start thinking about your accommodation options. See Applying for accommodation (page 63).

Making changes to your course application

Update your educational history

If you left out any secondary or tertiary studies or entered the details incorrectly when you were completing your course application, you can add or change your educational history in the course application section of your VTAC user account.

Assign an authorised nominee

If you did not authorise a nominee during the application process and would like someone to be able to contact VTAC on your behalf regarding your course application, you can add them in your VTAC user account by following these links: Personal details > Authorised nominee—course application. You will be asked to provide their details such as name, contact information, relationship and date of birth.
Withdrawing your course application
If you have paid your course application processing fee, and you don’t want to proceed with your application, you can telephone or write to VTAC for consideration of your request. You remain liable for the course application processing fee even if you withdraw your course application because all applications are processed immediately.

If you have not paid the course application processing fee, your course application will not be forwarded to institutions.

Other changes
For changes to your personal or contact details, citizenship/residency status, or PIN see Making changes in your VTAC user account (page 6).

Change your course preferences
Once you have submitted your course application, you can still change your preferences. Change of preference is closed during selection periods (just before offer rounds) but is open at all other times. 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. For more information see Changing your course preferences (page 39).

What to do if a course is cancelled
From time to time, institutions may need to cancel courses that were previously open to applications. See Staying up to date on new courses, cancellations and changes (page 20) for a list of resources to help keep you up to date.

If a course on your preference list is cancelled, you will be advised of the cancellation via email. You may then wish to review your course preferences and make changes, such as adding a new preference to your list. For more information, see Changing your preferences (page 39).

Applying directly to the institution
A number of private tertiary course providers list their courses with VTAC, but manage their own application and offer processes. Similarly, a number of traditional VTAC institutions that offer their undergraduate courses through the VTAC process have also listed some courses for which individuals can apply directly to the institution.

Courses using this application method include the instruction ‘Apply: Direct to institution’ in their VTAC listings. Each institution has its own application procedures. Applicants to these courses can link directly to the institutional website from VTAC CourseSearch available at http://www.vtac.edu.au/courses/searchguide.html

To find out if you’re eligible and how to apply directly to institutions, see the VTAC website (http://www.vtac.edu.au/who/who-direct.html).

For course information see pages 123–560 of this guide or CourseSearch on the VTAC website (http://www.vtac.edu.au/courses/searchguide.html).

Applying interstate
If you want to apply for interstate courses that don’t have applications through VTAC, you may need to apply through the interstate tertiary admission centre/authority.

Applications for most interstate undergraduate courses are processed by the tertiary admissions centre in the same state as the institution. Dates and fees may differ across tertiary admissions centres. Check websites for dates and fees:
- ACT/NSW: Universities Admissions Centre (UAC) (http://www.uac.edu.au)
- NT: To apply for undergraduate and postgraduate courses at Charles Darwin University, you must apply through South Australian Tertiary Admissions Centre (SATAC) (http://www.satac.edu.au)
- QLD: Queensland Tertiary Admissions Centre (QTAC) (http://www.qtac.edu.au)
- SA: South Australian Tertiary Admissions Centre (SATAC) (http://www.satac.edu.au)
- TAS: University of Tasmania (http://www.utas.edu.au)
- WA: Tertiary Institutions Service Centre (TISC) (http://www.tisc.edu.au)

Use of ATAR
If you are a current VCE student applying to interstate courses with selection based on academic merit, your ATAR (Australian Tertiary Admission Rank) will be used interstate.

Special Tertiary Admissions Test (STAT)
Victorian residents who are required to sit the STAT to apply for interstate courses can book and sit the test through VTAC, and have their results provided to the relevant tertiary admissions centre/authority. For information about STAT, see Admissions tests (page 33) or the VTAC website (http://www.vtac.edu.au/admissions-tests/stat.html).
KNOW THE JOURNEY
OWN THE DESTINATION

STUDY AREAS
Careers Australia’s Melbourne hub located opposite Flinders St Station in the heart of Melbourne offers you the opportunity to start your journey in:

- Commercial cookery
- Health services
- Building and construction
- Aged care
- Early childhood education and care

FLEXLEARN
Our FlexLearn option allows you to combine our modern hub facilities with our online learning portal for a more tailored study solution. With the help of a dedicated trainer and a tailored study approach, you can own your destination sooner.

Take the first step. Apply Today.

196 Flinders Street, Melbourne

Call 1300 887 696

careersaustralia.edu.au
VTAC Personal Statement

Important dates

<table>
<thead>
<tr>
<th>VTAC Personal Statement and supporting documentation for course applications</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission date to be considered for early offers</td>
<td>2 October (5pm)</td>
</tr>
<tr>
<td>Submission date to be considered for all other offers</td>
<td>4 December (5pm)</td>
</tr>
<tr>
<td>Final submission date for VTAC Personal Statement edits</td>
<td>4 January 2016 (5pm)</td>
</tr>
</tbody>
</table>

What is the VTAC Personal Statement?

The VTAC Personal Statement is available for applicants to provide to selection officers relevant information that is not collected as part of the VTAC course application. It allows you to provide information about your:

- Motivation for study
- Work experience
- Community experience
- Academic performance
- Languages other than English
- Other relevant information

You may outline any circumstances that have affected your academic performance in your VTAC Personal Statement; however, if you have experienced any circumstances of disadvantage you should also consider submitting the Special Entry Access Schemes (SEAS) application (see page 41).

Who should complete the VTAC Personal Statement?

In most cases you must complete and submit a VTAC Personal Statement only if it is listed under Selection requirements in the course information for any of the preferences on your VTAC course application.

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. However, if the VTAC Personal Statement is not listed as a Selection requirement or Additional consideration for a course, the selection authorities may not consider the information you supply.

How to submit a VTAC Personal Statement

See a demonstration

You can view a demonstration before you start your real VTAC Personal Statement. The demo works just like the real thing, but you won’t be able to save or submit anything you type. See VTAC Personal Statement demo on the VTAC website [http://vtac.edu.au/applying/personal-statement.html](http://vtac.edu.au/applying/personal-statement.html).

1. Log in to your VTAC user account

To access the course application you must log in to your VTAC user account using your VTAC ID and PIN. The VTAC Personal Statement becomes available once you lodge a course application.

2. Open the Personal Statement

To open the VTAC Personal Statement, click on the ‘Personal Statement’ tab in your VTAC user account followed by the link at the bottom of the page.

3. Fill in the form

There are five sections that make up the VTAC Personal Statement. You only need to fill out the sections that are relevant to your course application.

Note that each section has strict character limits (letters, spaces and punctuation marks), not a word limit. Keep your responses brief and to the point to avoid going over the character limit.

3.1 General statement

Use this section to explain your motivation in applying for tertiary study. You might also like to describe your current field of interest and any future employment goals you have. Your answer in this section should be generally applicable to all of your course preferences. Comments directed to specific course preferences can be entered in the last section of the form.
3.2 Work and community experience
Use this section to provide details of all work and/or community experience relevant to your course preferences. You will be asked for details about your roles including where and when you held the role and the duties your performed, with space provided for you to make comments on each role. If you wish to direct comments to specific course preferences, identify the course in your comments. You will also be asked to provide details of at least one referee (maximum of three) who can comment on your work or community experience.

3.3 Academic performance
Use this section to provide details about any past or current academic relevant to your course preferences, briefly outlining the exact circumstances (whether positive or negative) and how they affected your academic performance.
Please note that this section is not used for special consideration. If you have experienced any disadvantage during your studies you should make a SEAS application (see page 41).

3.4 Other languages
This section will ask about languages you are familiar with other than English. You will be asked how many additional languages you understand, what they are and how you would rate your ability to speak, read, write and understand each one.

3.5 Course-specific statements
Use this section to direct specific comments to any course on your preference list. You can enter a different statement for each course on your preference list. You might like to address your motivation for undertaking each course, and any employment goal or experience that is specific to a particular course.

4. Submit your VTAC Personal Statement
Click on ‘Submit/save changes’ to complete the process. You will receive a transaction number confirming your submission.

Tips for completing the VTAC Personal Statement

Check the character limits
Each section of the VTAC Personal Statement has strict character limits. Before you start writing your responses, open the form or run through the demo and make note of the character limits that apply to the sections you want to complete.

Prepare a draft before you start
Once you have started filling out your VTAC Personal Statement it is not possible to save a draft. It is a good idea to write a draft of your responses first so that what you ultimately submit is written to the best of your abilities and includes all relevant details. Writing a draft in advance will also help you make sure your responses fit within the character limits.

You can only submit one VTAC Personal Statement
The majority of your Personal Statement, such as your general statement, work experience, and language proficiency, should be broad enough to cover all of your course preferences. You can use the last section to direct specific comments to individual courses. You can also check if the institutions have any specific requirements regarding what to include. See individual institution pages in this guide (pages 123–557) and adapt your statement accordingly.

Making changes to your VTAC Personal Statement
After you submit the VTAC Personal Statement, you can view and edit your information until the closing date. See Dates and fees (page 1). Note though that course selection authorities may access your information earlier for selection in early offer rounds.
Admissions Tests

Important dates

<table>
<thead>
<tr>
<th>Admissions tests</th>
<th>Open</th>
<th>Close</th>
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<tbody>
<tr>
<td>Bookings for Multiple Choice Special Tertiary Admissions Test (STAT) Workshops</td>
<td>3 August</td>
<td>1: 2 September 2/3: 23 September</td>
</tr>
<tr>
<td>(full day workshop)</td>
<td></td>
<td>4/5: 30 September 6: 4 November</td>
</tr>
<tr>
<td>Workshop 1: 5 September; Workshop 2: 25 September; Workshop 3: 26 September;</td>
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<td></td>
</tr>
<tr>
<td>Workshop 4: 2 October; Workshop 5: 3 October; Workshop 6: 7 November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookings for Written English Special Tertiary Admissions Test (STAT) Workshops</td>
<td>3 August</td>
<td>1: 2 September 2: 23 September</td>
</tr>
<tr>
<td>(half day workshop)</td>
<td></td>
<td>3: 30 September 4: 4 November</td>
</tr>
<tr>
<td>Workshop 1: 6 September; Workshop 2: 27 September; Workshop 3: 4 October;</td>
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<tr>
<td>Workshop 4: 8 November</td>
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<td></td>
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<tr>
<td>Bookings for October sittings (17 October)</td>
<td>3 August (9am)</td>
<td>9 October (5pm)</td>
</tr>
<tr>
<td>Final payment date for October sittings</td>
<td>9 November (2pm)</td>
<td></td>
</tr>
<tr>
<td>Results for October sittings available online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookings for November sittings</td>
<td>3 August (9am)</td>
<td>1: 13 November (5pm) 2: 25 November</td>
</tr>
<tr>
<td>Sitting 1: 21 November; Sitting 2: 28 November</td>
<td></td>
<td>(5pm)</td>
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<tr>
<td>Final payment date for November sittings</td>
<td>1: 13 November</td>
<td></td>
</tr>
<tr>
<td>Results for November sittings available online</td>
<td>2: 25 November</td>
<td>(5pm)</td>
</tr>
<tr>
<td></td>
<td>3 January 2016 (2pm)</td>
<td></td>
</tr>
</tbody>
</table>

About the STAT

STAT stands for Special Tertiary Admissions Test. There are two versions of the STAT:

- STAT Multiple Choice
- STAT Written English

These tests are developed and marked by ACER (Australian Council for Educational Research) and are subject to international testing standards. They are designed to test a range of competencies commonly considered important for success in tertiary study.

### STAT Multiple Choice

The test consists of seventy questions that test your ability to read and interpret graphical displays of information and passages of writing, to use mathematical relationships and to apply reasoning to tables of data.

Duration: Two hours, with an additional ten minutes reading time.

### STAT Written English

The test requires you to write two short essays to assess your ability to communicate effectively in writing.

Duration: One hour, with an additional five minutes reading time.

Do I need to sit STAT?

You need to sit the STAT if:

- It is listed in the selection criteria for any of the courses you are applying for. The particular version you are required to sit is specified in the course information in CourseSearch on the VTAC website.
- It is listed as a requirement of the institutions you are applying to.
- Some applicants without recent study must sit the STAT to apply under Special Entry Access Scheme (SEAS) Category 1 for Australian Catholic University, La Trobe University, or The University of Melbourne. For further information refer to SEAS (page 41), and Which institutions use STAT? (page 34).

Sat the test before?

If you have previously taken the STAT you may not need to re-sit the test. In general, STAT results achieved since May 2011 are valid in Victoria for 2016 courses, however some courses may specify a shorter validity period in their selection requirements.

Note: If you sit the STAT and apply for courses through VTAC this year, VTAC will automatically collect and forward your test results to the institutions on your application. To add a previous STAT result to your course application, you must claim the result during the application process.
Check exemptions carefully
You may not need to sit a test if you meet the exemption criteria for a course. Before you book an admissions test, carefully read the course information and check any specific requirements of the institution to find out if you need to sit the test or if you are exempt.

Note: There are no courses in the VTAC Guide that require students currently enrolled in an Australian Year 12 program to sit the STAT.

Which institutions use STAT?

**Australian Catholic University**
Applicants applying for any course at Australian Catholic University under the Category 1: Mature Age consideration for Special Entry Access Scheme are required to sit the STAT Multiple Choice. For further information refer to the SEAS section in the VTAC Guide or website.

**Charles Sturt University**
Non-Standard Year 12 - Applicants may be required to sit a STAT Multiple Choice for all courses (excluding Physiotherapy) if they are currently studying a non-standard Year 12 qualification, e.g. Waldorf class 12, Accelerated Christian School, Foundation Year Program. A student’s STAT result will help to assess their likelihood of success at university. If you are unsure if you are required to sit the STAT, contact CSU directly.

**Deakin University**
STAT Multiple Choice is a requirement for some NY12 applicants in particular courses. Please check the course entry carefully to determine which courses require the test. All Faculty of Health courses require a Special Tertiary Admissions Test Multiple Choice (STAT MC) where the applicant has not completed Year 12 (or equivalent) in the last ten years (from commencement date of the course applied for). The STAT is not required if the applicant has undertaken any tertiary study (minimum Certificate IV) within the last ten years (from commencement date of the course applied for). Applicants for nursing courses who are registered or eligible to register as an enrolled nurse are not required to sit the STAT MC.

**Holmesglen**
Y12 (some) and NY12 (some): Applicants applying for Nursing (Degree) who have no formal education or who have not studied for three years or more are required to sit STAT Multiple Choice. Current year 12 students are not required to sit the test.

**La Trobe University**
The STAT Multiple Choice is an aptitude test designed to assess a range of competencies considered important for success in tertiary study.

You’ll have to sit the STAT if you don’t have an academic record (VCE/HSC or equivalent, or graded tertiary studies) and you are applying through our Mature-Age Special Entry Scheme.

For some courses, our Work Recognition Program is an alternative to the STAT (Further details at: [http://www.latrobe.edu.au/study/how-to-apply/your-options/work-recognition-program](http://www.latrobe.edu.au/study/how-to-apply/your-options/work-recognition-program)).

Other Non-Year 12 applicants can choose to sit the STAT even if they have an Academic Record. Some people do this to supplement their application as their Academic Record may not reflect their competency.

Because everyone is different, we encourage you to speak to us before deciding whether to sit the test. Please call us on 1300 135 045 to find out more.


**Monash University**
Applicants for courses that list STAT as a selection requirement must sit STAT if they have results from Year 12, TAFE or university that cannot be considered for entry (for e.g results too low; TAFE transcript with solely ungraded assessment; VCAL).

Note: Ungraded assessment means assessment with pass/fail or competent/not competent results rather than grades.


**Melbourne Polytechnic**
Non-Year 12 applicants applying for the Bachelor of Education (Early Years) and Associate Degree in Early Years Studies who have not completed Year 12 (or equivalent) must sit the STAT Multiple Choice.

For further advice on whether you should sit the STAT, please call (03) 9269 1390

**RMIT University**
Applicants for courses that list STAT as a selection requirement at RMIT must sit STAT Multiple Choice if:

- They have no prior secondary school (Year 12), VET qualifications or work experience that can be considered for entry, or where these do not meet the minimum entry requirements for the course, and
- They are 19 years of age or older (as at 1 January 2016) and have not been enrolled in secondary studies for at least two years.

STAT results will not be considered for selection to RMIT University courses if you:

- Do not meet the prerequisites for a particular course (except for Year 12 English and Year 11 mathematics). Applicants must meet these prerequisites with equivalent study.

Please check individual course entries carefully to determine which courses consider the STAT Multiple Choice.

Swinburne University of Technology
Applicants for Swinburne courses that list STAT as part of the selection criteria must sit the STAT Multiple Choice Test if they:

• Do not satisfy the minimum tertiary entry requirements; or
• Have no school, Vocational Education (VE) or university results recent enough to be considered for entry (i.e. within the past seven years); or
• Have Vocational Education (VE) or other tertiary qualifications with ungraded assessment (only have pass/fail results rather than actual grades) and no other basis for entry; or
• Have VCAL or other secondary study with ungraded assessment (only have pass/fail results rather than actual grades) but no other basis for entry.

For more information: http://www.swinburne.edu.au/stat

The University of Melbourne
Applicants eligible for the Non-school leaver entry pathway who wish to use a general aptitude test for entry must complete the STAT (both the STAT Multiple Choice and the STAT Written English) or the SAT (all sections of the SAT Reasoning Test, consisting of Critical Reading, Mathematics and Writing).

For more information: http://www.access.unimelb.edu.au/nsl

About ALSET
The Australian Law Schools Entrance Test (ALSET) is an aptitude test developed and marked by ACER (Australian Council for Educational Research) and is a requirement for some NY12 applicants to Deakin University. The ALSET assesses your ability to think critically about issues and understand the material given. The questions are based on a wide range of stimulus materials.

Duration: Two hours, with an additional ten minutes reading time.

Do I need to sit ALSET?
Applicants are only required to complete the ALSET if they:

• have not completed at least one semester/trimester of previous tertiary studies at Bachelor degree level or above within the last 10 years; and
• have not completed an Australian Year 12 qualification (or equivalent) within the last 10 years; and
• have not received ALSET results within the last three years.

Where an applicant with existing tertiary results within the last 10 years chooses to sit the ALSET, they will be ranked for selection using both their ALSET results (50%) and previous tertiary results (50%).

If you are unsure whether or not you should sit the ALSET for Deakin Law courses, email buslaw@deakin.edu.au with your full educational history for clarification.

Sat the test before?
If you have previously taken the ALSET you may not need to re-sit the test. ALSET results achieved since May 2012 are valid for 2016 courses.

If you sit the ALSET and apply for courses through VTAC this year, VTAC will automatically collect and forward your test results to Deakin University law courses listed on your application.

To add a previous ALSET result to your course application, you must claim the result during the application process.

Important notes on booking STAT and ALSET sittings

STAT sittings
It is important you consider the following when booking a sitting:

• Both STAT Multiple Choice and STAT Written English are held simultaneously at the venues, dates and times listed (see next page). If you are required to take both tests, you must book two separate times.

• STAT Multiple Choice: Candidates are not permitted to sit the STAT Multiple Choice more than once in any testing year (15 April 2015 to 14 April 2016)

• STAT Written English: Candidates are not permitted to sit the STAT Written English more than once in any testing year (15 April 2015 to 14 April 2016)

• Early offers: If you wish to be considered for early offers in November 2015, you must book an October sitting.

• Closing dates: Please note the closing dates for bookings.

ALSET sittings
It is important you consider the following when booking a sitting:

• Candidates are not permitted to sit the ALSET more than once in any testing year (1 July 2015 to 30 June 2016).

• Applicants for Deakin Law (Cloud): It is recommended that applicants book to sit in October as this course makes most offers in the early round.

• Closing dates: Please note the closing dates for bookings and payments.
Locations and dates for STAT and ALSET sittings

<table>
<thead>
<tr>
<th>STAT and ALSET 2015 sittings</th>
<th>Saturday 17 October Bookings and payments close 5pm, Friday 9 October</th>
<th>Saturday 21 November Bookings and payments close 5pm, Friday 13 November</th>
<th>Saturday 28 November Bookings and payments close 5pm, Wednesday 25 November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bendigo, La Trobe University</td>
<td>9:00am 1:00pm</td>
<td>9:00am 1:00pm</td>
<td>-</td>
</tr>
<tr>
<td>Burwood, Deakin University</td>
<td>-</td>
<td>-</td>
<td>9:00am 1:00pm</td>
</tr>
<tr>
<td>Geelong, Deakin University (Waurn Ponds)</td>
<td>9:00am 1:00pm</td>
<td>9:00am 1:00pm</td>
<td>-</td>
</tr>
<tr>
<td>Hobart, University of Tasmania</td>
<td>9:00am 1:00pm</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Melbourne CBD, Cliftons Conference, Training and Event Venue (440 Collins St)</td>
<td>9:00am 1:00pm</td>
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<tr>
<td>Mildura, Sunraysia Institute of TAFE</td>
<td>9:00am 1:00pm</td>
<td>9:00am 1:00pm</td>
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</tr>
<tr>
<td>Sale, Federation Training</td>
<td>9:00am 1:00pm</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Shepparton, La Trobe University</td>
<td>-</td>
<td>-</td>
<td>9:00am 1:00pm</td>
</tr>
<tr>
<td>Warrnambool, Deakin University</td>
<td>9:00am 1:00pm</td>
<td>9:00am 1:00pm</td>
<td>-</td>
</tr>
<tr>
<td>Wodonga, La Trobe University</td>
<td>9:00am 1:00pm</td>
<td>9:00am 1:00pm</td>
<td>-</td>
</tr>
</tbody>
</table>

Interstate sittings of the ALSET

If you are going to be interstate (except Tasmania) when sittings of the ALSET will be held you can book a session through VTAC at one of the interstate tertiary admissions centres. Please note there will be an additional supervision fee if you do so.

NSW and ACT:
Universities Admissions Centre (UAC)
Quad 2, 8 Parkview Drive,
Homebush Bay New South Wales 2127
Additional supervision fee $71 (incl. GST).

Queensland:
Queensland Tertiary Admissions Centre (QTAC)
Level 4, 154 Melbourne Street
South Brisbane, Queensland 4101
Tuesday 13 October 2015 and Thursday 19 November 2015 at 10:00am
Additional supervision fee $334 (incl. GST).

South Australia and Northern Territory:
South Australian Tertiary Admissions Centre (SATAC)
Ground Floor, 104 Frome Street,
Adelaide South Australia 5000
Additional supervision fee $68 (incl. GST).

Western Australia:
Tertiary Institutions Service Centre (TISC)
100 Royal Street
East Perth Western Australia 6004
Saturday 17 October 2015 and Saturday 7 November 2015. Time of test to be confirmed upon supervision fee payment to TISC.
Additional supervision fee: $66 (incl. GST).

How to book STAT and ALSET sittings

See a demonstration
You can view a demonstration booking form on the VTAC website before you book an admissions test. The demo works just like the real thing, but you won’t be able to save or submit anything you type. See STAT/ALSET booking demo on the VTAC website (vtac.edu.au/applying/demos.html).

1. Register for a VTAC user account
Before you can apply for courses, you must register with VTAC. If you registered any time before August 2015 you will need to register again. If you haven’t registered yet, see How to register a VTAC user account (page 5).

2. Log in to your VTAC user account
To access the STAT and ALSET booking, you must log in to your VTAC user account using your VTAC ID and PIN.

3. Open the STAT and ALSET booking
To open the booking, click on ‘Admissions tests (STAT/ALSET) and then select ‘STAT and ALSET booking’.
4. Follow the prompts and select booking date

The booking system will ask you which type of test you wish to book and for which session. To check where and when the tests are being held see Location and dates for STAT and ALSET sittings (pages 36). Make sure you select a date and location that you will be able to attend.

5. Confirmation and payment

You will be asked to review your booking details before submitting your booking request. You will also be asked to pay the booking fee.

6. Download and print your confirmation letter

A confirmation letter will be available to download from your VTAC user account and emailed to you after you have completed the booking and paid all test booking fees. All candidates are required to present the confirmation letter at their sitting. For further information and full details on what to bring to the test, see Preparing for a test on the VTAC website.

Booking fees

To sit an admissions test through VTAC, you must make a booking and pay the booking fee.

How much?

You will be charged a booking fee for each test you book. If you book two tests, you must pay two booking fees. If you book three tests, you must pay all three booking fees. For booking fee amounts see Dates and fees (pages 1-2).

• Bookings are processed immediately when payment is received, and booking fees are not refundable (except as required by law). So before you book, you should check carefully whether you need to sit the test. See Do I need to sit STAT? (page 33) and Do I need to sit ALSET? (page 35).

Where to pay

You will be asked to pay online at the end of your booking.

How to pay

You can choose to pay via PayPal, or with a Visa or MasterCard.

Special sittings

If you can’t attend a test sitting on the dates available or if you meet the special sitting criteria (see http://www.vtac.edu.au/admissions-tests/stat/stat-book.html#bookspecial and http://www.vtac.edu.au/admissions-tests/alset/alset-book.html#bookspecial) you may be eligible for a special sitting. Additional supervision fees will apply for a special sitting. For information on eligibility and instructions on how to book a special sitting see the admissions tests section of the VTAC website.

Making changes to your test bookings

After you book an admissions test, you can log in to your VTAC user account and:

• view or change your booking
• add another test
• view your results

Made a mistake?

If you have made a mistake and want to change your personal details or admissions test bookings, see Change your STAT or ALSET sitting (below) or see Making changes in your VTAC user account (page 6).

Add another test

If you’ve already booked a sitting for one test (e.g. STAT Multiple Choice) and you later realise that you also need to sit another test (e.g. STAT Written English or ALSET), you can add a sitting in the STAT and ALSET booking section of your VTAC user account up until the closing date.

Change your STAT or ALSET sitting

You can change the type of test, venue, date and time of your sitting through your VTAC user account until the closing date for each sitting. Changes are subject to availability.

Refunds and cancellations

Refunds are not available for STAT and ALSET sittings (except as required by law). If you are unable to sit a booked test, you may apply to the Admissions Tests Coordinator for a Special Sitting on an alternative date. Fees will apply.

Getting your results

If you have booked STAT or ALSET sittings through VTAC and paid your booking fees your results will be available in your VTAC user account and you will be mailed a statement of results approximately four weeks after your testing session. See dates and fees (page 2).

Understanding your STAT and ALSET results

• There is no pass or fail score for admissions tests administered by VTAC.
• Most STAT and ALSET scores are reported as a mark between 100 and 200; however, scores below 100 and above 200 for the STAT are possible.
• STAT Multiple Choice scores are calculated individually for the verbal and quantitative components of the test, as well as a total score.

The percentile rank indicates the percentage of candidates who had a score less than your score. For example, if you achieve a percentile rank of 76.3, you have achieved a higher score than 76.3% of the people taking the test.
It is not possible for selection authorities at institutions to confirm whether a particular score will result in an offer, because the number of applicants and the results they achieve will vary each year.

Replacement statement
You don’t need to provide VTAC with a copy of your STAT or ALSET statement of results if you apply for courses through VTAC. If you would like a copy of your results statement for other reasons, and you sat an admissions test through VTAC, you can print and complete the Request for VTAC documentation form from the VTAC website and post or e-mail it to the Admissions Tests Coordinator at VTAC, with the required identification and payment. Full details are included on the form.

About other admissions tests

UMAT
UMAT (Undergraduate Medicine and Health Sciences Admission Test) is a requirement for some courses that have applications through VTAC (La Trobe University and Monash University). UMAT is administered by ACER (Australian Council for Educational Research) and is held once a year only. UMAT 2015 was held on Wednesday 29 July 2015. This date was set by UMAT Consortium universities. For courses that list UMAT in the Selection criteria you must have already completed the test before you apply. If you have not completed the test you do not meet the application requirements for these courses—you will have to sit the test and apply for these courses next year. For more information see the UMAT website (http://umat.acer.edu.au/).

ISAT
ISAT (International Student Admissions Test) is administered by ACER (Australian Council for Educational Research). Currently, the only VTAC applicants required to sit ISAT are international students who are currently studying Year 12 in Australia and applying for Type 3 places in Medicine/Surgery at Monash University. ISAT is also used by a number of interstate universities. For a list of test dates and locations and more information about the test see the ISAT website (http://isat.acer.edu.au/).

VETASSESS
The VETASSESS Test is a requirement for applicants in some Nursing courses. Please check course entries carefully to determine which courses require the VETASSESS (http://www.vetassess.com.au).

Other admissions tests
Institutions may administer their own admissions tests. Details of any admissions test for courses in the VTAC Guide must be published in the selection requirements in the course entry in CourseSearch on the VTAC website. Applicants may also be required to sit a test to meet an institution’s minimum English requirement.
Changing your course preferences

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.

When can I change my preferences?
Change of preference is closed during each selection period (just before each offer round) but is open at all other times. The following table shows when you must have your preferences.

<table>
<thead>
<tr>
<th>Change of preference</th>
<th>Open</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate and graduate entry (other) courses</td>
<td>3 August (9am)</td>
<td>10 November (4pm)</td>
</tr>
<tr>
<td>International courses</td>
<td>3 August (9am)</td>
<td>16 December (4pm)</td>
</tr>
<tr>
<td>Graduate entry teaching courses</td>
<td>3 August (9am)</td>
<td>30 November (4pm)</td>
</tr>
<tr>
<td>Undergraduate and graduate entry (other) courses</td>
<td>23 November (10am)</td>
<td>21 December (12 noon)</td>
</tr>
<tr>
<td>Undergraduate, international and graduate entry</td>
<td>4 January 2016 (10am)</td>
<td>4 January 2016 (4pm)</td>
</tr>
<tr>
<td>(other) courses (Opens to accommodate IB, international and WA applicants)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Change of preference will be open at specific times throughout January and February 2016. See dates and fees at [http://www.vtac.edu.au/dates.html](http://www.vtac.edu.au/dates.html) for a complete and up-to-date list.

How to change your preferences

1. Log in to your VTAC user account
To access change of preference you must log in to your VTAC user account using your VTAC ID and PIN.

2. Open your course preference list
You can open your course preference list from the link on the home page of your VTAC user account, or under Course application.

3. Add, delete or re-order your course preferences
You can add courses by using the institution and course drop down menus or by entering the course codes. You can delete courses by clicking on the red X to the right of each line. You can re-order your course preferences using the up and down arrows to the right of each line.

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

4. Submit your change of preference
Click on the Change my preference button at the bottom of the screen to submit your changes.
**Tips for changing your course preferences**

**Always list courses in order of preference!**
Don’t make the mistake of listing your course preferences in the order you think you will get into them. Selection authorities may make multiple offers to the same applicant, but you will only receive an offer for the highest offered course on your preferences. If you don’t list courses in the order you most want to study them you may end up missing out on the course you most want to do. For more information on how offers work, see *Offers, enrolment and deferment* (page 66).

**Check course selection criteria carefully**
Keep in mind that the closing dates for any additional requirements in the selection criteria for courses may be soon or may have already passed. Read the selection criteria carefully before adding any courses to your preference list, and contact the institution if you’re not sure of the requirements.

**Some courses can’t be added after certain dates**
Some courses do not accept new course applications after a certain date. Check the course description and selection criteria carefully before adding any courses to your preferences to make sure the closing date has not already passed.

**Don’t delete and re-add courses—use the re-ordering arrows**
If you delete a course with an early closing date (see above) from your preferences, you will not be able to add it back to your application. To be safe, use the up and down arrows to re-order your preferences.

**Changing your preferences during the 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.
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.

---

**Change of preference**

Get your preferences right and submitted by 12noon Monday 21 December*.

1. **Research:** Make sure you meet course requirements
2. **Apply:** List your course preferences in the order you want to take them
3. **Change:** Add, remove or change the order of your course preferences
4. **Check:** Some courses must be listed by a certain date to meet early offer deadlines

*Undergraduate, international and graduate entry (other) courses (to accommodate IB, International and WA applicants) reopens on Monday 4 January (10am to 4pm) Graduate entry teaching change of preference closes 30 November. International courses close 16 December and reopen 4 January 2016.
Special Entry Access Schemes (SEAS) and Special Consideration

Many institutions offer alternative entry schemes that take into account short- and long-term disadvantage. While many are offered through the single VTAC SEAS application process, others require you to apply directly to the institution. 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.

**Important dates**

<table>
<thead>
<tr>
<th>Special Entry Access Scheme (SEAS)</th>
<th>Open</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEAS application and supporting documentation</td>
<td>3 August (9am)</td>
<td>6 October (5pm)</td>
</tr>
</tbody>
</table>

**The role SEAS plays in VTAC selection**

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

**Courses with selection criteria**

SEAS consideration will not exempt you from completing the selection criteria for a course. You must attend all interviews, sit any required tests, submit all required folios, and fill in all required forms, etc.

**Courses with prerequisites**

Consideration of SEAS circumstances may be given to performance slightly below the stated minimum study score for a prerequisite. Such consideration is determined by each institution in accordance with their selection policy. You cannot be exempted from having to complete the prerequisite study.

Specific questions about how SEAS is used in selection for specific courses should be directed to the institution.

Remember that applicants are selected in a competitive environment. Special consideration under SEAS does not guarantee an offer.

**How does SEAS affect my results?**

SEAS does not change your educational results or qualifications. It enables course selection officers to consider circumstances that may have affected your results or educational progress.

**How does SEAS affect my offers?**

Having a SEAS application does not guarantee you an offer. Selection officers may take into account any educational disadvantage when ranking eligible applicants for a course.

**SEAS Categories**

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

**Applicants for graduate entry teaching courses**

The following institutions consider SEAS applications for graduate entry teaching courses:

- La Trobe University
- Victoria University
- Federation University Australia (FedUni)
Summary table of institutions and SEAS categories
This table provides an overview of the categories recognised by participating institutions.

<table>
<thead>
<tr>
<th>Institution name</th>
<th>Category 1: Personal information and location</th>
<th>Category 2: Difficult circumstances</th>
<th>Category 3: Disadvantaged financial background</th>
<th>Category 4: Disability or medical condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Design Australia</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Academy of Interactive Entertainment</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Australian Catholic University</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Australian College of Applied Psychology</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Australian Maritime College</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Charles Sturt University</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Chisholm Institute</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Deakin College</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Deakin University</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Elly Lukas Beauty Therapy College</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Federation University Australia</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>The Gordon</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Holmesglen</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>La Trobe Melbourne</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>La Trobe University</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Melbourne Institute of Technology</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Melbourne Polytechnic</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Monash College</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Monash University</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Moorabbin Flying Services</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Navitas College of Public Safety</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Photography Studies College (Melbourne)</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>RMIT University</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Swinburne University of Technology</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>The University Of Melbourne</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Victoria University</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>William Angliss Institute</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Wodonga Institute of TAFE</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>
Applying for SEAS

Before you apply
Before submitting a SEAS application, you should read the eligibility requirements for each category you are considering. In addition to the general eligibility requirements, there may be specific institutional requirements for each category. You cannot apply for consideration of circumstances over which you have control, for example, if you are absent from school for significant periods because of commitments as an athlete or performer.

Eligibility
To be eligible to apply for SEAS, you must:
• have Australian or New Zealand citizenship, OR
• hold a permanent Australian residency visa.

International students
International students are not eligible to apply for SEAS through VTAC and are encouraged to contact institutions directly. International students are VTAC applicants who currently hold or plan to obtain a temporary residency or student visa.

When do I apply?
SEAS applications open at 9am on Monday 3 August 2015 and close at 5pm on Tuesday 6 October 2015.

How to apply for SEAS

See a demonstration
You can view a demonstration before you start your real SEAS application. The demo works just like the real thing, but you won’t be able to save or submit anything you type. See SEAS application demo on the VTAC website (http://www.vtac.edu.au/demos/app/).

1. Log in to your VTAC user account
To access the SEAS application you must log in to your VTAC user account using your VTAC ID and PIN. SEAS becomes available once you lodge a course application.

2. Open the SEAS application
To open the application, select ‘Special consideration (SEAS) application’ in your VTAC user account and then click on the SEAS application link at the bottom of the page.

3. Designate an authorised nominee (optional)
The application will ask you if you wish to authorise a nominee so that they can act on your behalf on matters pertaining to your SEAS application. If you authorised a nominee on your course application you can also designate them for your SEAS application, or you can choose another person. You can also opt not to designate an authorised nominee.

4. Fill in the SEAS application form
There are four categories that make up SEAS. You only need to fill out the sections that are relevant to your circumstances. You must fill out at least one category for your SEAS application to be valid.

You should consider institution-specific requirements for any courses you might include on your final preference list. After submission, your SEAS application may be edited or withdrawn until 5pm Tuesday 6 October 2015.

Start now!
Check out the eligibility criteria to see if you should apply for specific categories.
Don’t miss the deadline for submitting documentary evidence. Remember that the deadline is when it needs to arrive at VTAC, so take postage times into consideration.
Read the general and institutional requirements for the evidence required. If evidence is required from a ‘responsible person’, make an appointment with them well before the SEAS closing date (6 October 2015) to ensure your supporting documentation is received on time.

Note that each section has strict character limits (letters, spaces and punctuation marks), not a word limit. Keep your responses brief and to the point to avoid going over the character limit.

4.1 Category 1: Personal information and location
Select Yes to be assessed for consideration (if you are eligible) on age, school, living location, gender, indigenous status, first in family to attend university, and/or non-English speaking background based on the information provided in your registration and course application.

4.2 Category 2: Difficult circumstances
Use this section to explain how your education has been disadvantaged by difficult circumstances. You will be asked if the circumstances first presented in 2014/15 or 2013 or earlier.
4.3 Category 3: Disadvantaged financial background
Use this section to provide details about your Centrelink benefits including Family Tax Benefits. You will be asked to provide your Centrelink Reference Number and if you give VTAC permission to access your Centrelink information electronically. If you are not currently receiving any Centrelink benefits, you will be asked to describe your financial circumstances including why you are not receiving Centrelink benefits, your income, the number of dependants you support and how you have experienced financial hardship.

4.4 Category 4: Disability or medical condition
Use this section to describe any temporary or permanent disability or medical condition that has impacted on your education. You will be asked if the disability or medical condition first presented in 2014/15 or 2013 or earlier.

5. Submit your SEAS application
Click on Submit to complete your SEAS application. You will be sent an email acknowledging that you have submitted an application including a receipt showing the contents of your application. You can also access your receipt through your VTAC user account.

6. Request a statement of support
If you have applied for category 2, 3 and/or 4, you will need to obtain and submit a statement of support. In your VTAC user account go to Special Consideration (SEAS) Application > Statement of Support. From here you can either download a PDF form to print or email, or you can generate account logins so that someone can submit a statement of support online. For more information see Statement of support (page 45).

Supporting evidence
The evidence to support categories on your application can be found on pages 46–54.

Typical examples of documentary evidence are:
- impact statements
- statement of support (which may include medical reports/assessments)
- proof of financial disadvantage, for example, Centrelink benefits

Unacceptable documentation includes:
- Bank statements showing Centrelink deposits
- Blank forms
- Statements of support that fail to provide specific details

Quality of evidence is essential
It is the quality, not the quantity, of evidence that is most useful to institutions. Ensure that your supporting documentation substantiates the circumstances and educational impact stated in your SEAS application.

Cover sheet
Personalised cover sheets are available from your user account once you have submitted a SEAS application and must be used when sending SEAS evidence to VTAC. The cover sheet has a barcode that is unique to you. If you use someone else’s cover sheet (or they use yours), documentation will be attached to the wrong application and cannot be considered.

Start now!
Don’t miss the deadline for submitting documentary evidence.
Carefully read the general and institutional requirements to determine the evidence required. If documentary evidence is required from a ‘responsible person’, make an appointment with this person well before the SEAS closing date (6 October 2015) to ensure your supporting documentation is received on time.

Impact statements
Throughout the SEAS application you may be asked to provide written responses known as impact statements. 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.

Tips for writing impact statements
Check the character limits
Each impact statement within the SEAS application has strict character limits. Before you start writing your responses, open the form or run through the demo and make note of the character limits that apply to the sections you want to complete.

Prepare a draft before you start
Once you have started filling your SEAS application it is not possible to save a draft. It is a good idea to write a draft of your responses first so that what you ultimately submit is written to the best of your abilities and includes all relevant details. Writing a draft in advance will also help you make sure you responses fit within the character limits.

Be brief
When writing an impact statement, be brief. It is the quality of the information, not the length of what you have written, that makes your application stronger. Write enough to describe the circumstances and their educational impact, but do not repeat yourself or try to be creative in your writing style.
Financial evidence

Electronic confirmation of Centrelink benefits
If you wish VTAC to collect this information on your behalf, you must have a Customer Reference Number (CRN) or Customer Access Number (CAN) in the name used on your application.

This number must be allocated to you and not to your partner, parent or guardian. If a number is provided that has not been allocated specifically to you, Centrelink will not release the required information to VTAC. Failure to retrieve electronic information due to an incorrect CRN or a CRN in someone else’s name will make you ineligible for consideration under financial disadvantage.

Once you have confirmed the CRN or CAN is yours, you must then choose ‘yes’ when asked on the SEAS application and accurately provide VTAC with your CRN or CAN.

Electronic information retrievable from Centrelink includes:
• benefits you receive
• dependants
• Centrelink deductions
• confirmation of your address.

What to do if the CRN is not yours?
If the CRN belongs to your parent or guardian you must send hardcopy evidence to VTAC. Write your name and the relationship of the person to you next to their name on the document.

Hardcopy confirmation of Centrelink benefits
If you do not give VTAC permission to collect this information electronically, you must supply documents confirming your Centrelink benefits to VTAC.

Acceptable documents include:
• statement of benefits from your local Centrelink office or
• your latest benefit statement.

Please do not provide bank statements showing Centrelink deposits or screen shots of statements. Neither of these will be accepted as evidence.

On any piece of evidence submitted that is not in your name (i.e. the applicant), write your name and the relationship of the person to you next to their name on the document.

Parent Receipt of Family Tax Benefit
Applicants must send in hardcopy evidence of parent/guardian receipt of Family Tax Benefit. Because the CRN will not match your name, this benefit cannot be collected electronically. To ensure the information is considered, you must write your name and the relationship of the person to you next to their name on the document and submit it with your coversheet.

Ineligible for Centrelink benefits
For each member of your household who earns over $10,000 per annum, you must provide:
• an ATO notice of financial assessment for the 2014/15 financial year, or
• failing that, 3 consecutive pay slips in Australian dollars no older than 3 months or
• failing that, a statutory declaration detailing the reason for the lack of these documents and stating the person’s taxable income.

If any document is under a different name than yours, please write your name at the top of the document and the relationship of the person to you next to their name on each hardcopy document submitted. On pay slips, write ‘weekly’, ‘fortnightly’, or ‘monthly’ as appropriate next to the date to indicate the payment cycle.

Statement of support
A statement of support is required for some SEAS categories and can be submitted online or written on a personalised form. The statement is available from your user account until 5pm Tuesday 6 October 2015.

Written statement of support forms must be accompanied by a SEAS cover sheet.

Electronic submissions automatically attach to your application and do not require a cover sheet.

Who can submit the statement of support?
Details of who should write the statement of support are included in the evidence section of each relevant category, but generally must be submitted by a responsible person.

Definition of a responsible person
A responsible person is someone who:
• Is an Australian citizen or permanent resident who is 18 years of age or older
• and has known you for at least 12 months or for the entire duration of the circumstance(s), whichever is shorter
• and is not related to you by birth, marriage, de facto or same sex relationship
• and does not live with you or reside at your residence
• and is in a position to comment knowledgeably about your situation without having to be briefed by you about the circumstance(s).

Important: In cases of medical circumstances, this is generally only applicable to the treating medical professional.

The responsible person should support the circumstances described in your SEAS application and comment on how the circumstances have affected your educational performance. The statement should include specific details and not just say that the author agrees with your application or give instructions to contact them for more information.

Note: If the only person who has knowledge of your circumstances is someone excluded from the list above, you may ask that person to complete the statement of

Special Entry Access Schemes (SEAS) and Special Consideration | 45
support. However you must also complete and submit a Statutory Declaration explaining why your statement of support is from a person excluded from the list above. Only in extreme cases will this combination of documents be considered.

**Also applying for a scholarship?**
Applicants planning to apply for scholarships through VTAC can use the same statement of support for difficult circumstances and disability or medical condition for both applications via the online statement of support (written forms cannot be used for both applications). When requesting the online statement of support, indicate that you wish the statement to be applied to both SEAS and Scholarships. The combined online statement of support must be submitted by the SEAS closing date of 5pm on Tuesday 6 October 2015.

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**CATEGORY 1: Personal information and location**

Category 1 is designed for applicants who wish to be considered for circumstances based upon information provided in their registration and/or course application. These circumstances include:

**Age (generally used to determine eligibility for mature age entry schemes).**
Some institutions give consideration based upon:
- Meeting institutional requirements for mature age entry
- Applying to an institution that accepts applicants on this basis and be:
  - 21 years of age or older by 1 January 2016 if applying for higher education courses
  - 18 years of age or older by 1 January 2016 if applying for Vocational Education and Training (VET) courses.

**Recognition as an Indigenous Australian**
Some institutions give consideration to applicants who are of Australian Aboriginal and/or Torres Strait Islander descent OR identify as a person of Australian Aboriginal and/or Torres Strait Islander heritage and are accepted as such by an Indigenous community.

**Living or school location**
Some institutions consider applicants who have a permanent address in a rural, isolated or under-represented area or have undertaken secondary study at a school in a rural or isolated area with respect to the specific institution. Rural or isolated areas are largely based upon Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.

**Under-represented schools**
Under-represented schools are determined by individual institutions. Refer to institutional information.

**Gender**
Some institutions give consideration to applicants who are planning to study a course that has historically been under-represented by a specific gender at the institution. Institutional definitions of gender under-representation may differ from year to year.

**Non-English speaking background**
Non-English speaking background applies to applicants who:
- Were born outside Australia in a non-English speaking country
- Speak a language other than English at home
- Have arrived in Australia on, or after 1 January 2006 (see institutional exceptions)

You will also need to meet the eligibility requirements outlined on page 43.

**First in family to attend university**
Some institutions consider applicants who the first in their immediate family (i.e. your parents, brothers and sisters) to attend university.
<table>
<thead>
<tr>
<th>Institution</th>
<th>Subcategories</th>
<th>Explanatory text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Design Australia</td>
<td>Age</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Living or school location</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Academy of Interactive Entertainment</td>
<td>Age</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Gender</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Living or school location</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Australian Catholic University</td>
<td>Age</td>
<td>The University will consider an applicant who has not satisfied minimum tertiary entrance requirements but who has sat STAT Multiple Choice within the last two years.</td>
</tr>
<tr>
<td></td>
<td>Gender</td>
<td>Applicants must be male and applying for courses in Nursing, Early Childhood or Primary Education.</td>
</tr>
<tr>
<td></td>
<td>Living or school location</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Recognition as an Indigenous</td>
<td>Eligible applicants will be considered on an individual basis, and may be asked to attend an interview with a panel including an Indigenous member. The Academic Coordinator, Jim-Baa-Yer Indigenous Unit, will be involved in this interview and will provide assistance and support to applicants throughout the process. For further information, contact Jim-Baa-Yer on (03) 9953 3839.</td>
</tr>
<tr>
<td></td>
<td>Australian</td>
<td>University                                                                kölfne</td>
</tr>
<tr>
<td>Australian College of Applied Psychology</td>
<td>Age</td>
<td>Australian College of Applied Psychology will consider applicants who have not satisfied minimum tertiary entrance requirements and are non-year 12 applicants for selected courses.</td>
</tr>
<tr>
<td>Australian Maritime College</td>
<td>Age</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Gender</td>
<td>AMC encourages applications from women and men applying for admission to courses in non-traditional occupations.</td>
</tr>
<tr>
<td></td>
<td>Recognition as an Indigenous</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Non-English speaking background</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td>Age</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Gender</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Living or school location</td>
<td>Applicants must live or go to school in a rural or isolated area, based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification. Please note that students must reside in Victoria for the duration of their studies to be entitled to a government-subsidized place in a TAFE-level course, and providing other eligibility criteria are met. See <a href="http://www.bhtafe.edu.au/courses/Pages/new-students-eligibility.aspx">http://www.bhtafe.edu.au/courses/Pages/new-students-eligibility.aspx</a> for further eligibility information.</td>
</tr>
<tr>
<td></td>
<td>Recognition as an Indigenous</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Non-English speaking background</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Charles Sturt University</td>
<td>Living or school location</td>
<td>Applicants must live in a rural or isolated area based on the ASGC Remoteness Areas classification, or have studied most of their Year 12 subjects through a secondary distance education centre.</td>
</tr>
<tr>
<td></td>
<td>Non-English speaking background</td>
<td>Applicants applying for consideration as a refugee to Charles Sturt University must supply a certified copy of their refugee status papers from the Department of Immigration and Citizenship. Refugee status papers may include: documents authorising travel, outcome of protection claim etc and/or a copy of their current visa and passport photo page and initial entry stamp for arrival in Australia.</td>
</tr>
<tr>
<td>Institution</td>
<td>Age</td>
<td>Gender</td>
</tr>
<tr>
<td>----------------------------------</td>
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<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Chisholm Institute</td>
<td>No additional requirements.</td>
<td></td>
</tr>
<tr>
<td>Deakin University</td>
<td>No additional requirements.</td>
<td></td>
</tr>
<tr>
<td>Elly Lukas Beauty Therapy College</td>
<td>No additional requirements.</td>
<td></td>
</tr>
<tr>
<td>Federation University Australia</td>
<td>No additional requirements.</td>
<td></td>
</tr>
<tr>
<td>The Gordon</td>
<td>No additional requirements.</td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td>Age</td>
<td>Living or school location</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Holmesglen</td>
<td>No additional requirements.</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>La Trobe Melbourne</td>
<td>No additional requirements.</td>
<td>No additional requirements</td>
</tr>
<tr>
<td>La Trobe University</td>
<td>No additional requirements.</td>
<td>Applicants must have resided for the last three years in an area listed under Low SES consideration at <a href="http://www.latrobe.edu.au/school/apply/special-entry">http://www.latrobe.edu.au/school/apply/special-entry</a></td>
</tr>
<tr>
<td>Melbourne Institute of Technology</td>
<td>No additional requirements.</td>
<td>Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.</td>
</tr>
<tr>
<td>Monash College</td>
<td>No additional requirements.</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Monash University</td>
<td>You must be 21 years of age or older on 1 Jan 2016 when applying for university place as a non-school leaver.</td>
<td>Consideration will be based on your home location as provided in your application. Further consideration will be given if you attended a school in a regional or remote area based on the Australian Standard Classification (ASGC) Remoteness Areas classification.</td>
</tr>
<tr>
<td>Moorabbin Flying Services</td>
<td>Age</td>
<td>Moorabbin Flying Services will consider applicants who are 19 years of age or over, and out of the secondary school system for more than 12 months as mature age students.</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Gender</td>
<td>Moorabbin Flying Services encourages both genders to undertake the course in pilot training</td>
</tr>
<tr>
<td></td>
<td>Recognition as an Indigenous Australian</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Navitas College of Public Safety</td>
<td>Age</td>
<td>NCPS considers applicants who have not satisfied minimum tertiary entrance requirements or have satisfied tertiary entrance requirements more than three years ago.</td>
</tr>
<tr>
<td></td>
<td>Recognition as an Indigenous Australian</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Photography Studies College (Melbourne)</td>
<td>Age</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Non-English speaking background</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td></td>
<td>Gender</td>
<td>Applicants must live in a regional or remote area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification (regional or remote is any area other than those defined as a major city).</td>
</tr>
<tr>
<td></td>
<td>Recognition as an Indigenous Australian</td>
<td>RMIT has a priority access scheme for Aboriginal and Torres Strait Islander students. Staff from the Ngarara Willim Indigenous Centre can provide advice and guidance throughout the application process, will attend selection interviews with Indigenous students, and offer a range of services to support the success of students once enrolled. For more information about the access scheme call the Ngarara Willim Indigenous Centre on 1800 054 885 (freecall), or go to <a href="http://www.rmit.edu.au/ngarara">http://www.rmit.edu.au/ngarara</a></td>
</tr>
<tr>
<td></td>
<td>Under-represented Schools</td>
<td>A number of schools across Victoria are in partnership with RMIT through the Schools Network Access Program (SNAP). SNAP applicants with their school’s endorsement, may receive a bonus on their ATAR of up to 20 points. For courses that select on a range of criteria such as folio or interview, SNAP applicants receive consideration on their performance in these tasks. For further information about SNAP, including a list of SNAP schools, go to <a href="http://www.rmit.edu.au/study/applying-to-rmit/equity-access">http://www.rmit.edu.au/study/applying-to-rmit/equity-access</a>.</td>
</tr>
<tr>
<td></td>
<td>Non-English speaking background</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Swinburne University of Technology</td>
<td>Age</td>
<td>The university will consider applicants who have not satisfied minimum tertiary entrance requirements.</td>
</tr>
<tr>
<td></td>
<td>Gender</td>
<td>Applicant must be female applying for courses in the areas of engineering, information technology or science.</td>
</tr>
<tr>
<td></td>
<td>Living or school location</td>
<td>Applicants must live or attend a school in a regional or remote area based on the Australian Standard Geographical Classification (ASGC) Remoteness Structure</td>
</tr>
<tr>
<td></td>
<td>Recognition as an Indigenous Australian</td>
<td>For further information and referral contact the Centre for Health, Science and Community on (03) 9210 1428.</td>
</tr>
<tr>
<td></td>
<td>Under-represented Schools</td>
<td>Applicant must attend a school which is defined by the university as under-represented at Swinburne University of Technology. For further information: <a href="http://www.swinburne.edu.au/vtac/apply/special-consideration/">http://www.swinburne.edu.au/vtac/apply/special-consideration/</a></td>
</tr>
<tr>
<td></td>
<td>Non-English speaking background</td>
<td>No additional requirements.</td>
</tr>
</tbody>
</table>
### The University Of Melbourne

<table>
<thead>
<tr>
<th>Age</th>
<th>To be eligible for the University’s Non-school leaver entry pathway you must: be 23 years of age or older by 30 September 2015; be eligible for a Commonwealth supported place; have no qualifications from the past seven years that could be used as the basis for your application; meet course prerequisites and any extra requirements; and demonstrate your likelihood to succeed in tertiary study by achieving competitive results in the STAT, SAT or CAP. More information: <a href="http://www.access.unimelb.edu.au/nsl">http://www.access.unimelb.edu.au/nsl</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Living or school location</td>
<td>To be eligible for the University of Melbourne’s category for applicants from rural or isolated areas you must: live at a residential address in a Statistical Area Level 1 not defined as a major city by the Australian Statistical Geography Standard (ASGS), and, if a school leaver, have completed the final two years of secondary schooling at a school located in a Statistical Area Level 1 that is not defined as a major city by the ASGS. More information: <a href="http://www.access.unimelb.edu.au/rural">http://www.access.unimelb.edu.au/rural</a></td>
</tr>
<tr>
<td>Recognition as an Indigenous Australian</td>
<td>Indigenous applicants can access information about support and entry requirements from: Murrup Barak, the University of Melbourne’s Institute for Indigenous Development at the Parkville campus; or the Wilin Centre for Indigenous Arts and Cultural Development at the University’s Southbank campus. For more information visit: [<a href="http://www.murrupbarak.unimelb.edu.au">http://www.murrupbarak.unimelb.edu.au</a>; or <a href="http://www.vcam.unimelb.edu.au/wilin">http://www.vcam.unimelb.edu.au/wilin</a>](<a href="http://www.murrupbarak.unimelb.edu.au">http://www.murrupbarak.unimelb.edu.au</a>; or <a href="http://www.vcam.unimelb.edu.au/wilin">http://www.vcam.unimelb.edu.au/wilin</a>)</td>
</tr>
<tr>
<td>Under-represented Schools</td>
<td>To be eligible for the University of Melbourne’s category for applicants from under-represented schools applicants must: complete Year 12 at a school which is defined by the University as under-represented in the tertiary sector and at the University of Melbourne. For more information about schools classified as under-represented for 2016 entry: <a href="http://www.access.unimelb.edu.au/urs">http://www.access.unimelb.edu.au/urs</a></td>
</tr>
<tr>
<td>Non-English speaking background</td>
<td>The University of Melbourne requires that applicants were born outside Australia in a non-English speaking country and arrived in Australia less than six years ago (after 1 January 2010).</td>
</tr>
</tbody>
</table>

### Victoria University

<table>
<thead>
<tr>
<th>Age</th>
<th>No additional requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>The University will favourably consider applications from applicants of the nominated gender applying for courses identified by Victoria University at: <a href="http://www.vu.edu.au/apply">http://www.vu.edu.au/apply</a></td>
</tr>
<tr>
<td>Living or school location</td>
<td>The University will favourably consider applicants who live or attend secondary school in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.</td>
</tr>
<tr>
<td>Under-represented schools</td>
<td>The Portfolio Partnership Program (PPP) is an alternative entry program for Year 12 students who attend one of Victoria University’s partnership schools. The application must be endorsed by the partner school. For further information about the program, including a list of participating secondary schools, visit <a href="http://vu.edu.au/ppp">vu.edu.au/ppp</a></td>
</tr>
<tr>
<td>Recognition as an Indigenous Australian</td>
<td>The University gives priority access, with no additional requirements. Indigenous Australian applicants are invited to contact the University’s Moondani Balluk Indigenous Academic Unit for assistance with their application: <a href="http://www.vu.edu.au/moondaniballuk">http://www.vu.edu.au/moondaniballuk</a></td>
</tr>
<tr>
<td>Non-English speaking background</td>
<td>No additional requirements.</td>
</tr>
</tbody>
</table>

### William Angliss Institute

<table>
<thead>
<tr>
<th>Age</th>
<th>No additional requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Recognition as an Indigenous Australian</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Non-English speaking background</td>
<td>No additional requirements.</td>
</tr>
</tbody>
</table>

### Wodonga Institute of TAFE

<table>
<thead>
<tr>
<th>Age</th>
<th>No additional requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living or school location</td>
<td>Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification</td>
</tr>
<tr>
<td>Recognition as an Indigenous Australian</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Non-English speaking background</td>
<td>No additional requirements.</td>
</tr>
</tbody>
</table>
CATEGORY 2: Difficult circumstances

Category 2 applies to applicants prevented from reaching their educational potential because of family or other life circumstances.

Applicants need to indicate whether the circumstances are long term (in existence prior to 2013) or short term (existing only in 2014–2015).

Examples of difficult circumstances may include but are not limited to:

- Refugee status
- Severe family disruption including dealing with alcoholism or drug addiction
- Long-term illness of a family member: illnesses considered as serious and long-term such as cancer or psychiatric illness
- Abusive living environment: physical, psychological and emotional abuse over an extended period by a person or persons close to the applicant
- Disruption of education due to constant relocation: relocating to a number of different schools throughout secondary schooling, or disruption of education due to living or school location
- Divorce/separation of parents: difficult separation or divorce of parents including financial hardship and changed living conditions; requirement to change schools and social group
- Homelessness: you do not have a fixed address and do not live with your family or family members
- Excessive family responsibility: family is dependent on you for financial, emotional or physical support during your secondary education
- Death of an immediate family member or friend
- Natural disaster such as drought, bushfire or flood.

This is in no way an exhaustive or prescriptive list. It is provided as a guide to the kinds of circumstances institutions may consider.

To apply, applicants must understand the role that SEAS plays in selection (see page 41) and:

- Meet the eligibility requirements (see page 43)
- Prepare and submit an impact statement (*)
- Obtain and submit a statement of support (**).

<table>
<thead>
<tr>
<th>Category 2: Difficult circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Design Australia</td>
</tr>
<tr>
<td>Academy of Interactive Entertainment</td>
</tr>
<tr>
<td>Australian Catholic University</td>
</tr>
<tr>
<td>Australian Maritime College</td>
</tr>
<tr>
<td>Box Hill Institute</td>
</tr>
<tr>
<td>Charles Sturt University</td>
</tr>
<tr>
<td>Chisholm Institute</td>
</tr>
<tr>
<td>Deakin College</td>
</tr>
<tr>
<td>Deakin University</td>
</tr>
</tbody>
</table>

**La Trobe University:** La Trobe University will also consider applications from care leavers (i.e. applicants who have spent any time in residential, foster or kinship care) under this category through provision of an impact statement and statement of support.

**University of Melbourne:** Current year 12 applicants whose difficult circumstances have been short-term will be considered under Year 11/12 Special Consideration. More information: http://www.access.unimelb.edu.au/yr12sc

Impact statement (*)

Applicants must submit a statement of up to 2000 characters (not words) describing their circumstances and how they have adversely affected their education.

When describing educational impact, include information about how the circumstances have adversely affected ability to study, access educational facilities and resources, attend school/tuition regularly and perform in assessment tasks.

Statement of support (**)

Applicants must provide a statement of support from a responsible person (see page 45 for definition of a responsible person) who has the knowledge to confirm your circumstances and comment on their educational impact.
CATEGORY 3: Disadvantaged financial background

Category 3 applies to applicants prevented from reaching their educational potential because of a disadvantaged financial background.

Applicants to this category need to indicate whether the circumstances are long term (in existence prior to 2013) or short term (existing only in 2014–2015).

Examples of circumstances considered may include, but are not limited to:
- Individual or family poverty
- Excessive financial obligations
- Economic hardship.

This is not an exhaustive or prescriptive list. It is provided as a guide to the kinds of circumstances institutions may consider.

To apply, you must understand the role that SEAS plays in selection (see page 41) and

- Meet the eligibility requirements (see page 43)
- Be in receipt of a Centrelink benefit (**); OR live with a parent/guardian who is in receipt of a Centrelink benefit (**); OR submit an impact statement (*)
- Obtain and submit a statement of support (***) if you provide an impact statement.

<table>
<thead>
<tr>
<th>Category 3: Disadvantaged financial background</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Catholic University</td>
</tr>
<tr>
<td>Australian Maritime College</td>
</tr>
<tr>
<td>Box Hill Institute</td>
</tr>
<tr>
<td>Charles Sturt University</td>
</tr>
<tr>
<td>Chisholm Institute</td>
</tr>
<tr>
<td>Deakin College</td>
</tr>
<tr>
<td>Deakin University</td>
</tr>
<tr>
<td>Elly Lukas</td>
</tr>
<tr>
<td>Federation University</td>
</tr>
</tbody>
</table>

**Monash University:** You must be receipt of a means tested Centrelink benefit, or have a parent/guardian in receipt of a means tested Centrelink benefit including Family Tax Benefit A, or submit a statement and evidence demonstrating financial disadvantage. The evidence must be no older than 3 months and clearly list all the family members and the annual household income.

If you are applying on the basis of a parent/guardian Centrelink benefit you must provide a hard copy of their Centrelink statement listing combined family income and your name.

**University of Melbourne:** Applicants must be in receipt of a means-tested Centrelink income support payment, have parents in receipt of Family Tax Benefit A, or be able to demonstrate a disadvantaged financial background through an impact statement and statement of support.

Impact statement (*)

Applicants not in receipt of a Centrelink benefit or not living with parents who are in receipt of a Centrelink benefit must submit a statement of up to 2000 characters (not words) describing how their financial background has adversely effected their education.

Financial evidence (**) 

If you do not give VTAC permission to electronically collect information about your Centrelink benefits you must provide proof in hardcopy. Applicants whose parent or guardian is in receipt of Family Tax Benefit A must supply proof in hardcopy.

If the statement is not in your name you must provide hardcopy and write your name and relationship next to the name on the document.

Acceptable documents include the Centrelink statement of benefits. Bank statements showing Centrelink deposits are not acceptable forms of proof (see page 45).

Statement of support (***)

Applicants who submit an impact statement must provide a statement of support from a responsible person who has the knowledge to confirm your financial situation and comment on the impact (see page 45).
CATEGORY 4: Disability or medical condition

Category 4 applies to applicants who have experienced educational disadvantage as a result of a disability or medical condition. Applicants need to indicate whether the circumstances are long term (in existence prior to 2013) or short term (existing only in 2014–2015).

Applicants requiring support or assistance with course selection requirements such as interviews, folio presentations or information sessions should refer to individual institutional pages in the VTAC Guide for advice on who to contact.

To apply, you must understand the role that SEAS plays in selection (see page 41) and:

- Meet the eligibility requirements (see page 43)
- Prepare and submit an impact statement (*)
- Obtain and submit a statement of support (**).

### Category 4: Disability or medical condition

<table>
<thead>
<tr>
<th>Australian Catholic University</th>
<th>The Gordon</th>
<th>Photography Studies College (Melbourne)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Maritime College</td>
<td>Holmesglen</td>
<td>RMIT University</td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td>La Trobe Melbourne</td>
<td>Swinburne University of Technology</td>
</tr>
<tr>
<td>Charles Sturt University</td>
<td>La Trobe University</td>
<td>The University Of Melbourne</td>
</tr>
<tr>
<td>Chisholm Institute</td>
<td>Melbourne Institute of Technology</td>
<td>Victoria University</td>
</tr>
<tr>
<td>Deakin College</td>
<td>Melbourne Polytechnic</td>
<td>William Angliss Institute</td>
</tr>
<tr>
<td>Deakin University</td>
<td>Monash University</td>
<td>Wodonga Institute of TAFE</td>
</tr>
<tr>
<td>Federation University</td>
<td>Navitas College of Public Safety</td>
<td></td>
</tr>
</tbody>
</table>

**The University of Melbourne:** Current year 12 applicants who have experienced disability or a medical condition in Year 11 or 12 (only) will be considered under Year 11/12 Special Consideration. More information: [http://www.access.unimelb.edu.au/yr12sc](http://www.access.unimelb.edu.au/yr12sc)

### Impact statement (*)

Applicants must submit a statement of up to 2000 characters (not words) describing their disability/medical condition and how these condition(s) have affected their education.

### Statement of support (**)

Applicants who have experienced a medical condition, illness or disability, whether it is learning, physical, sensory or psychiatric in nature, must provide a statement of support that details the condition and duration from the treating health care professional involved in the care and/or maintenance of the condition, illness or disability.

The health care professional should also include details about absences from learning and how the condition adversely affected academic performance.

### Other special consideration and bonus schemes not part of SEAS

In addition to the SEAS program, a number of institutions offer a series of programs targeted at circumstances and individuals. These programs provide special consideration for entry into courses in addition to or instead of the SEAS consideration. For information about the programs offered by the following institutions, see the VTAC website [http://www.vtac.edu.au/who/seas/other.html]:

- Academy of Design Australia
- Australian Catholic University
- Bendigo TAFE
- Charles Sturt University
- Federation University Australia
- Footscray City Films
- La Trobe Melbourne
- La Trobe University
- Longerenong College
- Marcus Oldham College
- Mercer School of Interior Design
- Monash University
- Photography Studies College (Melbourne)
- Qantm College
- RMIT University
- SAE Creative Media Institute
- Think Design
- University Of Melbourne (The)
- Victoria University
Scholarships

About Scholarships

Most institutions listed in the VTAC Guide have a number of scholarships available to applicants. Scholarships either require a direct application or a VTAC Scholarship Application. 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 or may be applying directly or through UAC (the Universities Admissions Centre in New South Wales).

Read about previous scholarship recipients

VTAC publishes a scholarships fact sheet featuring profiles of students who have received scholarships through VTAC. To download the fact sheet go to http://www.vtac.edu.au/publications.

Important dates

<table>
<thead>
<tr>
<th>Scholarships</th>
<th>Open</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship application and supporting documentation</td>
<td>3 August (9am)</td>
<td>16 October (5pm)</td>
</tr>
</tbody>
</table>

Institutions offering scholarships through VTAC

The institutions listed below use the VTAC Scholarship Application.

The table distinguishes between VTAC course applicants and non-VTAC course applicants.

- A course applicant is someone lodging a VTAC application for tertiary courses/programs between August 2015 and December 2015.
- A non-VTAC course applicant is someone not applying for courses through VTAC.

<table>
<thead>
<tr>
<th>Institutions participating in the VTAC Scholarship Application</th>
<th>VTAC course applicant</th>
<th>Non-VTAC course applicant</th>
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<tbody>
<tr>
<td>Charles Sturt University</td>
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<td>✓</td>
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<td>La Trobe University</td>
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<tr>
<td>RMIT University</td>
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</table>

*Deakin University does not offer Commonwealth scholarships for Indigenous students through VTAC

For further information on the types of scholarships offered by these institutions and a list of the scholarships available using the VTAC Scholarships Application, refer to http://www.vtac.edu.au/scholarships

Note: The University of Melbourne requires applicants to apply for, and be offered an Access Melbourne place through SEAS to be considered for equity scholarships. Academic achievement scholarships are also available and do not require a separate application. For further information refer to the SEAS section or http://www.futurestudents.unimelb.edu.au/admissions/scholarships

Scholarships are not just for high achievers!

Merit scholarships are awarded based on academic achievement, however there are also lots of access and equity and Commonwealth scholarships available as well. If you are submitting a course application it is worth submitting a scholarships application as well—you may be eligible for more than you think.

To stay up-to-date, refer to http://www.vtac.edu.au/scholarships.
Types of scholarships

Institutional Access and Equity Scholarships

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

Eligibility requirements

To be eligible for institutional access and equity scholarships, you must:

- Meet any institutional specific requirements
- Have an appropriate type of residency status for the institution(s) you are applying to:

Charles Sturt University accepts Australian citizens and holders of an Australian permanent residency visa and will not accept New Zealand citizens and holders of an Australian temporary/student residency visa.

Deakin University accepts Australian citizens and holders of an Australian permanent residency visa. Will not accept New Zealand citizens, holders of an Australian permanent visa other than humanitarian and Australian temporary/student residency visa.

Federation University Australia (FedUni) accepts Australian or New Zealand citizens, Permanent Australian Residents or holders of a Permanent Humanitarian Visa. Will not accept holders of an Australian temporary/student residency visa.

La Trobe University accepts Australian citizens, New Zealand citizens and holders of an Australian permanent residency visa. Will not accept holders of an Australian temporary/student residency visa.

Monash University accepts Australian and New Zealand citizens and holders of an Australian permanent residency or humanitarian visa.

RMIT University accepts Australian citizens, New Zealand citizens and holders of an Australian permanent residency visa. Will not accept holders of an Australian temporary/student residency visa.

Swinburne University of Technology accepts Australian citizens and holders of an Australian permanent residency visa. Will not accept New Zealand citizens and holders of an Australian temporary/student residency visa.

Victoria University accepts Australian citizens and holders of an Australian permanent residency visa or humanitarian visa or temporary visa. Will not accept New Zealand citizens and holders of an Australian student residency visa.

Commonwealth Scholarships

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


The Student Start-Up and Relocation Scholarships are available to students receiving income support and will be administered by Centrelink.

The Indigenous Commonwealth Scholarships are administered by institutions and will be allocated to students who meet the Commonwealth eligibility criteria and have had their Indigenous status confirmed.

The table on the previous page shows which institutions offer Indigenous Commonwealth Scholarships through VTAC. If an institution is not listed, you should contact them directly.

Merit scholarships

2016 Merit scholarships may be awarded to students for academic achievement if they have completed an Australian Year 12 or the International Baccalaureate (IB) in 2015. 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 requirements will automatically be assessed by that institution.

How to apply for scholarships through VTAC

See a demonstration

You can view a demonstration before you start your real course application. The demo works just like the real thing, but you won’t be able to save or submit anything you type. See Course application demo on the VTAC website (http://www.vtac.edu.au/demos/app/).

1. Register for a VTAC user account

Before you can apply for scholarships, you must register with VTAC. If you registered any time before August 2015 you will need to register again. If you haven’t registered yet, see How to register a VTAC user account (page 5).

2. Log in

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

3. Open the scholarship application

To open the application, select ‘Scholarship application’ in your VTAC user account. All course applications through VTAC are submitted online.
4. Enter your personal details
Your registration details will be populated to your scholarship application from your user account. You will be asked questions about your educational studies and personal background, including:
- the highest level of education you have undertaken
- whether you are the first in your immediate family to attend university
- whether you have Australian Indigenous status
- whether you will or had to relocate to attend tertiary study
- whether you plan to reside on-campus
- whether you have ever been a ward of the state or in foster care

5. Provide details of your financial circumstances
You will be asked about:
- your financial circumstances and Centrelink benefits received
- the gross annual income of all persons contributing to your support and amount spent on rent or mortgage payments per week if you are not in receipt of Centrelink
- your marital status, household structure and number of children.

If you or your parents are not eligible for Centrelink benefits, you must describe your financial hardship and the duration, how this affected your education and why you are not in current receipt of Centrelink benefits.

If you receive Centrelink benefits you will be asked whether you wish to give VTAC permission to access your records electronically.

6. Provide details of your personal history and experiences
You will be asked to describe:
- community and leadership experiences
- difficult circumstances that have affected your education
- medical conditions or disabilities that have affected your education
- whether or not you have been a refugee
- how a scholarship will benefit your studies in 2016

7. Indicate your course application intentions
You will be asked if you have or are planning to submit a course application through VTAC. If you answer ‘yes’, your scholarship application will be forwarded to any of the listed institutions that are included in your course preference list.

If you are not planning to submit a course application, you will be asked if you are currently enrolled or deferred at, or planning to apply directly or through UAC, to any of the listed institutions. You will be asked for your student number if you have one, and your UAC number if you are applying through UAC.

8. Review and submit your scholarship application
You will be asked to review the information you have provided on your scholarship application. You may then submit your application. A record of your scholarship application will be available to view in the ‘Scholarship application’ section of your VTAC user account and also sent to your email address.

9. Request a statement of support
You may need to obtain and submit a statement of support. In your VTAC user account go to Scholarships Application > Statement of Support. From here you can either download a PDF form to print or email, or you can generate account logins so that someone can submit a statement of support online. For more information see Statement of support (page 59).

Supporting evidence
Most scholarship applications require supporting documentation. Failure to supply required documents will make you ineligible. The application process and confirmation email will detail your requirements.

Typical examples of documentary evidence are:
- impact statements
- statement of support (which may include medical reports/assessments)
- proof of financial disadvantage, for example, Centrelink benefits

Unacceptable documentation includes:
- Bank statements showing Centrelink deposits
- Blank forms
- Statements of support that fail to provide specific details

Quality of evidence is essential
It is the quality, not the quantity, of evidence that is most useful to institutions. Ensure that your supporting documentation substantiates the circumstances and educational impact stated in your scholarships application.

Cover sheet
Personalised cover sheets are available from your user account once you have submitted a Scholarships application and must be used when sending Scholarships evidence to VTAC.

The cover sheet has a barcode that is unique to you. If you use someone else’s cover sheet (or they use yours), documentation will be attached to the wrong application and cannot be considered.
Don’t miss the deadline for submitting documentary evidence.
Carefully read the general and institutional requirements to determine the evidence required. If documentary evidence is required from a ‘responsible person’, make an appointment with this person well before the scholarships closing date (16 October 2015) to ensure your supporting documentation is received on time.

Impact statements
Throughout the scholarship application you may be asked to provide written responses known as impact statements. The impact statement is an essential and significant part of your VTAC Scholarship Application. Impact statements provide assessors with the information required to understand the effect of the disadvantage on your educational performance.

Tips for writing impact statements
Check the character limits
Each impact statement within the scholarships application has strict character limits. Before you start writing your responses, open the form or run through the demo and make note of the character limits that apply to the sections you want to complete.

Prepare a draft before you start
Once you have started filling your scholarship application it is not possible to save a draft. It is a good idea to write a draft of your responses first so that what you ultimately submit is written to the best of your abilities and includes all relevant details. Writing a draft in advance will also help you make sure you responses fit within the character limits.

Be brief
When writing an impact statement, be brief. It is the quality of the information, not the length of what you have written, that makes your application stronger. Write enough to describe the circumstances and their educational impact, but do not repeat yourself or try to be creative in your writing style.

Financial evidence
Electronic confirmation of Centrelink benefits
If you wish VTAC to collect this information on your behalf, you must have a Customer Reference Number (CRN) or Customer Access Number (CAN) in the name used on your application.
This number must be allocated to you and not to your partner, parent or guardian. If a number is provided that has not been allocated specifically to you, Centrelink will not release the required information to VTAC. Failure to retrieve electronic information due to an incorrect CRN or a CRN in someone else’s name will make you ineligible for consideration under financial disadvantage.

Once you have confirmed the CRN or CAN is yours, you must then choose ‘yes’ when asked on the SEAS application and accurately provide VTAC with your CRN or CAN.

Electronic information retrievable from Centrelink includes:
- benefits you receive
- dependants
- Centrelink deductions
- confirmation of your address.

What to do if the CRN is not yours?
If the CRN belongs to your parent or guardian you must send hardcopy evidence to VTAC. Write your name and the relationship of the person to you next to their name on the document.

Hardcopy confirmation of Centrelink benefits
If you do not give VTAC permission to collect this information electronically, you must supply documents confirming your Centrelink benefits to VTAC.
Acceptable documents include:
- statement of benefits from your local Centrelink office or
- your latest benefit statement.

Please do not provide bank statements showing Centrelink deposits or screen shots of statements. Neither of these will be accepted as evidence.

On any piece of evidence submitted that is not in your name (i.e. the applicant), write your name and the relationship of the person to you next to their name on the document.

Parent Receipt of Family Tax Benefit
Applicants must send in hardcopy evidence of parent/guardian receipt of Family Tax Benefit. Because the CRN will not match your name, this benefit cannot be collected electronically. To ensure the information is considered, you must write your name and the relationship of the person to you next to their name on the document and submit it with your coversheet.

Ineligible for Centrelink benefits
For each member of your household who earns over $10,000 per annum, you must provide:
- an ATO notice of financial assessment for the 2014/15 financial year, or
- failing that, 3 consecutive pay slips in Australian dollars no older than 3 months or
- failing that, a statutory declaration detailing the reason for the lack of these documents and stating the person’s taxable income.

If any document is under a different name than yours, please write your name at the top of the document and the relationship of the person to you next to their name on each
hardcopy document submitted. On pay slips, write ‘weekly’, ‘fortnightly’, or ‘monthly’ as appropriate next to the date to indicate the payment cycle.

**Statement of support**

If a statement of support is required, it can be submitted online or written on a personalised form. The statement is available from your user account until 5pm 16 October 2015. Written statement of support forms must be accompanied by a scholarships cover sheet.

Electronic submissions automatically attach to your application and do not require a cover sheet.

**Who can submit the statement of support?**

The statement of support must be submitted by a responsible person.

**Definition of a responsible person**

A responsible person is someone who:

- Is an Australian citizen or permanent resident who is 18 years of age or older and has known you for at least 12 months or for the entire duration of the circumstance(s), whichever is shorter
- and is not related to you by birth, marriage, de facto or same sex relationship
- and does not live with you or reside at your residence and is in a position to comment knowledgeably about your situation without having to be briefed by you about the circumstance(s).

**Important:** in cases of medical circumstances, this is generally only applicable to the treating medical professional.

The responsible person should support the circumstances described in your Scholarships application and comment on how the circumstances have affected your educational performance. The statement should include specific details and not just say that the author agrees with your application or give instructions to contact them for more information.

Note: If the only person who has knowledge of your circumstances is someone excluded from the list above, you may ask that person to complete the statement of support. However you must also complete and submit a Statutory Declaration explaining why your statement of support is from a person excluded from the list above. Only in extreme cases will this combination of documents be considered.

**Also applying for Special Entry Access Scheme (SEAS)?**

Applicants planning to apply for SEAS through VTAC can use the same statement of support for difficult circumstances and disability or medical condition for both applications via the online statement of support (written forms cannot be used for both applications). When requesting the online statement of support, indicate that you wish the statement to be applied to both SEAS and Scholarships. The combined online statement of support must be submitted by the SEAS closing date of 5.00pm on Tuesday 6 October 2015.

---

**Ensure your documentation is appropriate.**

Supply quality documentation—it is definitely the quality of the detail and not the quantity that will assist your scholarships application.

**Who receives my scholarship application?**

During the scholarship application, you will be asked whether or not you intend to lodge a VTAC course application.

1. If you indicate that you are or are planning on lodging a course application through VTAC, your details will be passed to any of the following universities listed on your VTAC course preference list:
   - Charles Sturt University
   - Deakin University
   - Federation University Australia (FedUni)*
   - La Trobe University
   - Monash University
   - RMIT University
   - Swinburne University of Technology*
   - Victoria University

Note: If you choose this option and then do not subsequently apply through VTAC your scholarship application will not be passed on to any institution.

2. If you indicate you do not plan on submitting a course application, your scholarship information will be sent to any of the universities below which you specifically indicate:
   - Charles Sturt University
   - Federation University Australia (FedUni)*
   - La Trobe University
   - Swinburne University of Technology*
   - Victoria University

* The scholarship application does not apply to graduate entry teaching courses at these institutions.

**The scholarship offer process**

VTAC will send out provisional scholarship advice for the following institutions:

- Charles Sturt University
- Federation University Australia (FedUni)*
- La Trobe University
- RMIT University
- Swinburne University of Technology*
- Victoria University
There will be two types of advice provided:

- Advice that your scholarship application is on a waiting list. Should you be successful, further information will be sent to you directly from the institution once course offers have been determined.

- Advice that the scholarship application has not been successful.

Advice will be posted online in your user account around mid-December 2015. If you have not heard from VTAC or institutions by the end of December, please contact institutions directly. VTAC does not determine scholarship eligibility or make scholarship award decisions.

**Institutional notes for scholarships allocated between December 2015 and March 2016**

- **Charles Sturt University** will provide provisional scholarship offer advice via the VTAC user account. Confirmation of offers will be made by CSU in February and March following the course enrolment process.

- **Deakin University** will make two rounds of scholarship offers. The first round will coincide with the release of the ATARs in December and the second round timed to coincide with VTAC’s main round of course offers in January. Successful applicants will be notified by mail. Unsuccessful applicants will not be notified.

- **Federation University Australia (FedUni)** will provide provisional scholarship offer advice via the VTAC user account. Further offers will be made in March and April.

- **La Trobe University** will provide provisional scholarship offer advice via the VTAC user account. Additional offers may be made by La Trobe in March following the course enrolment process.

- **Monash University** will send out conditional scholarship offer letters following the release of ATARs in December. Further offers will be made in January and February to coincide with interstate and IB results release and VTAC course offers. Unsuccessful applicants who enrol in a course at Monash University will be notified by email in April next year.

- **RMIT University** will provide scholarship offer advice via the VTAC user account. Offers will be made in January and February to coincide with VTAC course offers.

- **Swinburne University of Technology** will provide provisional scholarship offer advice via the VTAC user account. Further offers may be made following the course enrolment process.

- **Victoria University** will provide provisional scholarship offer advice via the VTAC user account. Further offers will be made in January and February to coincide with VTAC course offers. Unsuccessful applicants who enrol in a course at Victoria University will be notified by email in April next year.

Looking for financial assistance?

**SCHOLARSHIP APPLICATION**

Hundreds of scholarships
One application

- Financial hardship
- Indigenous applicants
- High performers
- Rural or regional applicants
- Educational disadvantage

Scholarships can be offered to help pay tuition fees, accommodation or relocation, books and resources, or other study related expenses.

Applications close 5pm Friday 16 October 2015

Apply now: http://www.vtac.edu.au/scholarships
Other scholarships not through VTAC

Most institutions offer scholarships. Further information about all other institutions listed with VTAC and their scholarships can be found on at [http://www.vtac.edu.au/courses-inst](http://www.vtac.edu.au/courses-inst)

<table>
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<th>Institution Name</th>
<th>Phone Number</th>
<th>Website</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Design Australia</td>
<td>03 9676 9000</td>
<td><a href="http://www.academyofdesign.edu.au/scholarships">http://www.academyofdesign.edu.au/scholarships</a></td>
<td><a href="mailto:info@academyofdesign.edu.au">info@academyofdesign.edu.au</a></td>
</tr>
<tr>
<td>Australian Catholic University</td>
<td>1300 ASK ACU (1300 275 228)</td>
<td><a href="http://www.acu.edu.au/study_at_acu/courses/scholarships_and_financial_support">http://www.acu.edu.au/study_at_acu/courses/scholarships_and_financial_support</a></td>
<td><a href="mailto:futurestudents@acu.edu.au">futurestudents@acu.edu.au</a></td>
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<td>Australian College of Sports Therapy</td>
<td>03 9670 3735</td>
<td><a href="http://www.sportstherapy.edu.au">sportstherapy.edu.au</a></td>
<td><a href="mailto:enquiries@sportstherapy.edu.au">enquiries@sportstherapy.edu.au</a></td>
</tr>
<tr>
<td>Australian Institute of Music</td>
<td>02 9219 5444</td>
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<td><a href="mailto:enquiries@aim.edu.au">enquiries@aim.edu.au</a></td>
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<td>Charles Sturt University</td>
<td>1800 334 733</td>
<td><a href="http://www.csu.edu.au/scholarships">http://www.csu.edu.au/scholarships</a></td>
<td><a href="mailto:ask@csu.edu.au">ask@csu.edu.au</a></td>
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<tr>
<td>Chisholm Institute</td>
<td>1300 244 746</td>
<td><a href="http://www.carolinechisholm.org.au">http://www.carolinechisholm.org.au</a></td>
<td><a href="mailto:ccef@chisholm.edu.au">ccef@chisholm.edu.au</a></td>
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<td>Collarts</td>
<td>1300 818 777</td>
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<td><a href="mailto:scholarships@cqu.edu.au">scholarships@cqu.edu.au</a></td>
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<tr>
<td>Deakin University</td>
<td>1300 DEGREE (1300 334 733)</td>
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<td><a href="mailto:enquire@deakin.edu.au">enquire@deakin.edu.au</a></td>
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<td>Endeavour College of Natural Health</td>
<td>1300 462 887</td>
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<td>Federation University Australia</td>
<td>1800 333 864</td>
<td><a href="http://www.federation.edu.au/scholarships">http://www.federation.edu.au/scholarships</a></td>
<td><a href="mailto:info@federation.edu.au">info@federation.edu.au</a></td>
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<td><a href="mailto:constantinou.cleopatra@gmail.com">constantinou.cleopatra@gmail.com</a></td>
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<td>Institute of Health and Nursing Australia</td>
<td>1300 22 52 83</td>
<td>ihna.edu.au/scholarships</td>
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<td>Marcus Oldham College</td>
<td>03 5243 3533</td>
<td><a href="http://www.marcusoldham.vic.edu.au/courses-and-enrolment/scholarships">http://www.marcusoldham.vic.edu.au/courses-and-enrolment/scholarships</a></td>
<td><a href="mailto:scholarships@marcusoldham.vic.edu.au">scholarships@marcusoldham.vic.edu.au</a></td>
</tr>
<tr>
<td>Monash University</td>
<td>1800 666 274</td>
<td><a href="http://www.monash.edu/scholarships">http://www.monash.edu/scholarships</a></td>
<td>monash-ext.custhelp.com/app/ask</td>
</tr>
</tbody>
</table>
Applying for accommodation

Once you have made your course application it may be time to also consider applying for accommodation. Finding accommodation may seem daunting but many institutions offer on-campus accommodation or accommodation services to assist you make the move. One of the key factors in securing your accommodation is to make your application at the same time that you submit your course application. Don’t leave applying for accommodation until you get your offer—it may be too late by then.

For accommodation options at the following institutions, see the VTAC website (http://www.vtac.edu.au/courses-inst/institutions/accommodation.html):

- Academy of Interactive Entertainment
- Australian Catholic University
- Australian College of Sports Therapy
- Australian Institute of Music
- Australian Maritime College
- Charles Sturt University
- Deakin College
- Deakin University
- Elly Lukas Beauty Therapy College
- Federation University Australia
- Footscray City Films
- Goulburn Ovens Institute of TAFE
- Holmesglen
- La Trobe Melbourne
- La Trobe University
- Longerenong College
- Melbourne Polytechnic
- Monash College
- Monash University
- Northern College of the Arts and Technology
- Oxygen College
- RMIT University
- SAE Creative Media Institute
- Swinburne University of Technology
- University of Melbourne (The)
- Victoria University
- Wodonga Institute of TAFE

You can also find accommodation information from other websites such as:

- Australian Universities (http://www.australian-universities.com/accommodation/student/Victoria)
- Youth Central (http://www.youthcentral.vic.gov.au)
Results

Important dates

<table>
<thead>
<tr>
<th>VCE results and ATAR</th>
<th>Online</th>
<th>Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing date for change of address to receive ATAR statement by mail (Victorian CY12 only)</td>
<td>7 December (5pm)</td>
<td></td>
</tr>
<tr>
<td>VCE results and ATAR</td>
<td>14 December (7am)</td>
<td>16 December</td>
</tr>
<tr>
<td>IB Notional ATAR</td>
<td>4 January 2016 (4pm)</td>
<td>8 January 2016</td>
</tr>
</tbody>
</table>

Year 12 and ATAR

The ATAR is not a score out of 100—it is a rank. It shows a student’s achievement in relation to other students.

Australian Tertiary Admission Rank (ATAR)

The ATAR (previously known as ENTER) is calculated by VTAC solely for the use of tertiary institutions to compare the overall achievement of students who have completed different combinations of VCE studies. VTAC forwards the ATAR along with application information to selection authorities at institutions.

How is the ATAR calculated?

VTAC uses VCE results issued by the VCAA (Victorian Curriculum and Assessment Authority) to calculate the ATAR.

Subject to the restrictions outlined in VICTER (available at http://www.vtac.edu.au/publications), the ATAR is developed from an aggregate produced by adding:

- VTAC scaled study score in one of English, English Language, Literature or English as an Additional Language (EAL)
- The next best three VTAC scaled study scores permissible; and
- 10% of the fifth and sixth permissible scores that are available.

Protect your ATAR privacy
Change your VCE results PIN

To access your ATAR and VCE results you will need to use your VCE student number and VCE results PIN (first four digits of your birthdate).

To change your VCE results PIN go to your VTAC user account and follow the links.

Protect your ATAR privacy
Change your VCE results PIN now!
For more information on how the ATAR is calculated, see the ABC of Scaling fact sheet (http://www.vtac.edu.au/publications).

Who gets an ATAR?

**VCE students:** VTAC calculates an ATAR for all VCE students who have successfully completed the VCE and satisfied minimum tertiary entrance requirements. Only applicants who have at least four VCE study scores in an acceptable combination will have an ATAR calculated.

**Interstate Year 12 students:** If you are studying an interstate Year 12, VTAC receives your results and ranks from your state admissions centre/authority. Interstate Year 12 authorities (except Queensland) provide you with an ATAR. Queensland uses a ranking system (OP) which is not equivalent to the ATAR. A conversion table for the Queensland OP to the ATAR is available on the QTAC website (http://www.qtac.edu.au).

**Notional ATAR**

A notional ATAR is a rank calculated by VTAC used to directly compare the results of applicants who have studied under different Victorian educational systems. For example, if you have gained a Victorian secondary qualification other than the VCE (e.g. Matriculation, HSC, IB), you will not have an ATAR. A notional ATAR is calculated to indicate that you meet minimum tertiary entrance requirements in Victoria.

A notional ATAR is created for:

- all applicants who have successfully completed a full Victorian Year 12 attempt prior to 1992;
- all applicants with a combination of pre-1992 and post-1992 Victorian Year 12 subjects (including English) who have for the first time, at least four VCE study scores, VCE (HSC) Group 1 subjects or their predecessors;
- all applicants who have studied International Baccalaureate in Victoria, qualified for the IB Diploma and sat the GAT (or received formal exemption).

Getting your results

**Victorian Year 12 students**

**If you are a current VCE student:**

Your VCE study scores, ATAR and VTAC Scaled Study Scores will be available to you via internet and SMS services. See page 2 for dates. 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 online**

To view your results online, log on to https://resultsandatar.vic.edu.au using your VCE student number and PIN. The default PIN is the first four digits of your birthdate, however you are strongly encouraged to change this prior to the release of results (see below). Results will be available online from 7am Monday 14 December to 5pm Friday 18 December.

**Protect your privacy—change your PIN**

In order to ensure that your privacy is protected, VTAC strongly recommends that you change your PIN. If you don’t change your 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 PIN in your VTAC user account. Your new PIN will work with all results andATAR services.

**How to register to receive your results by SMS**

To get your results by SMS on the morning they are released, register by sending your VCE student number (without the letter) and PIN to 19 787 888 ($1.10 incl. GST). Registration is open from 9am Monday 9 November until midnight Sunday 13 December. From 7am on Monday 14 December until 5pm Friday 18 December results can be obtained immediately. For more information go to http://www.vtac.edu.au/sms. (SMS provided by Salmat Digital. SMS cost $1.10 max (incl. GST). Service closes on Friday 18 December at 5pm. You must have the bill payer’s permission to use this service. SMS helpdesk 1800 501 083.)

**If you completed Year 12 in Victoria in a previous year:**

You can request a statement of your ATAR (or Notional ATAR) by downloading and completing the Request for VTAC documentation form from the VTAC website (http://www.vtac.edu.au/pdf/forms/atar_request.pdf) and sending it to VTAC. See page 2 for fees.

**International Baccalaureate (IB) students**

If you are studying International Baccalaureate and if your school has submitted the results release service to the International Baccalaureate organisation, your IB results will be released to your school from the IB Curriculum and Assessment Office (Cardiff, UK) in early January. You can obtain your results from your IB coordinator.

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

**Interstate Year 12 students**

If you are studying an interstate Year 12, you will receive your results from the body administering secondary study in your state or territory.
New Zealand Year 12 students
If you are studying a New Zealand Year 12, you will receive your results from the body administering secondary study in New Zealand.

Do you need to supply results to VTAC?

International Baccalaureate (IB) results
If you are an IB student applying through VTAC you must ensure that your school has submitted the necessary request to the International Baccalaureate Organisation to release your results directly to VTAC.
For IB results issued before 2006, you must provide a certified copy of your results.

New Zealand Year 12 results
If you are studying the NCEA in New Zealand and applying through VTAC, you must ensure that you correctly quote your National Student Number (NSN) on your VTAC course application so that VTAC can access your results. For NCEA results issued before 2007, you must also provide a certified copy of your results.
For University of Cambridge International Examinations (CIE) taken in New Zealand, you must include your candidate number on your VTAC course application. You must also provide a certified copy of any previously obtained or provisional CIE results.

Australian Year 12 results
You do not need to supply your VCE/Australian Year 12 results statement to VTAC.

The ATAR
You do not need to supply your ATAR statement to VTAC.

Other results
For information about which results you need to supply to VTAC see Evidence of results and other documentation (page 25).

Need help understanding your VCE results or ATAR?
The Post Results and ATAR Service (PRAS) is a joint enquiry service provided by staff of both the Victorian Curriculum and Assessment Authority (VCAA), who are responsible for your VCE results, and VTAC, who are responsible for the calculation of your ATAR.
If you are confused about your VCE results, ATAR or scaling, PRAS can help with expert advice. For more information:
Visit the PRAS blog at https://resultsandatar.wordpress.com/
Phone (03) 9032 1717 or the toll free number 1800 653 080
Email pras@edumail.vic.gov.au
The PRAS service is available:
• 7am–5pm Monday 14 December
• 9am–5pm Tuesday 15 December
• 9am–5pm Wednesday 16 December
Offers, Enrolment and Deferment

Important dates

<table>
<thead>
<tr>
<th>Offers released</th>
<th>Date</th>
<th>Payment deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early offers</td>
<td>20 November</td>
<td>4 November (5pm)</td>
</tr>
<tr>
<td>International VCE early offers</td>
<td>21 December</td>
<td>15 December (4pm)</td>
</tr>
<tr>
<td>International offers</td>
<td>8 January 2016</td>
<td>21 December (4pm)</td>
</tr>
<tr>
<td>Round 1 offers for graduate entry teaching courses</td>
<td>13 January 2016</td>
<td>30 November (5pm)</td>
</tr>
<tr>
<td>Round 1 offers for all other courses</td>
<td>18 January 2016</td>
<td>21 December (4pm)</td>
</tr>
<tr>
<td>Round 2 offers for graduate entry teaching courses</td>
<td>22 January 2016</td>
<td>(Late payments will be accepted between 14 Jan 9am and 8 Feb 5pm. $43)</td>
</tr>
<tr>
<td>Round 2 offers for all other courses</td>
<td>4 February 2016</td>
<td></td>
</tr>
<tr>
<td>Supplementary offers</td>
<td>February 2016</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permission to publish offers and receive supplementary offers</th>
<th>Graduate entry teaching applicants</th>
<th>All other applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date to change permission to publish offers</td>
<td>8 January 2016 (12noon)</td>
<td>13 January 2016 (12noon)</td>
</tr>
<tr>
<td>Last date to change permission to receive supplementary offers</td>
<td>21 January 2016 (12noon)</td>
<td>5 February 2016 (12noon)</td>
</tr>
</tbody>
</table>

How the offer system works

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).

Note: 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

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.

Offer rounds

Offers are released to applicants at different times (referred to as ‘offer rounds’).

For courses beginning in 2016, there will be the following offer rounds:
- Early offer round (timely non-year 12 applicants only)
- Early international offer round
- International offer rounds (Rounds 1–5)
- Graduate entry teaching offer rounds (Rounds 1–5)
- Undergraduate and other graduate offer rounds (Rounds 1–5)
- Mid-year offers 2016

For a complete list of release dates and times, see http://www.vtac.edu.au/dates

For Institutional policy statements about participation in offer rounds, refer to the institutional pages on the VTAC website (http://www.vtac.edu.au/courses-inst/institutions.html).

Other offer options
- Supplementary offers
Early offer round
To be considered for early offers, you must:
• be a non-Year 12 applicant (see page 8),
• apply by 5pm 30 September,
• pay your course application processing fee by the earlier payment date listed for early offers, and
• provide any supporting documentation to VTAC by the earlier date listed for early offers.
If you receive an early offer, you will still be automatically considered for higher preferences in later offer rounds.
If you wish to also be considered for courses lower on your preference list than the early offer you have received, change your preferences by moving the course that you have been offered to the lowest preference place by the close of each change of preference period.

Which courses make early offers?
Institutions may make early offers for some courses. A list of courses will only be available when early offers are released. To find out which courses make early offers, you can check the VTAC website homepage (http://www.vtac.edu.au) in late November. See Dates and fees (page 2).

Early international offer round
To be considered for early offers for international fee places (course codes ending in 3), you must:
• be an international student,
• be currently enrolled in VCE studies,
• apply by 5pm 4 December, and
• pay your course application processing fee by the payment date listed for early international offers (see Dates and fees, page 2).
If you receive an early offer, you will still be automatically considered for higher preferences in later offer rounds.
If you wish to also be considered for courses lower on your preference list than the early offer you have received, change your preferences by moving the course that you have been offered to the lowest preference place by the close of each change of preference period.

Not all institutions participate in the early international offer round.

How many offers?
If you are applying for general tertiary and other graduate courses, you can receive a maximum of one offer per offer round.
If you do not receive any offers in any of the offer rounds you may be eligible for a supplementary offer if you have given VTAC permission to release your application information to courses with vacancies. See Permission to receive supplementary offers (page 28).

Future rounds—No guarantees
Even if you are eligible, there are no guarantees that you’ll receive an offer in subsequent rounds. 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.
To find out which courses will be offering places across future rounds, refer to your User Account.

Changing your preferences
You can change your course preferences between offer rounds as many times as you choose. Before adding a preference, always check the selection criteria to ensure you have met all course requirements. For more information see Changing your course preferences (page 39).

Getting your offers
When offers are released, you can view your offers in your VTAC user account. For release dates and times, see Dates and fees (page 2).
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. If you want to change your permission, see Permission to publish offers (page 28).
Check the VTAC website closer to the date to find out if newspapers are publishing offers.

Verbal offers have no status. If you receive a verbal offer you should ask for the name of the person making the offer and contact VTAC immediately.
Other offer processes

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

Who can get supplementary offers?
You may receive supplementary offers if you:
• have not received an offer listed on your courses 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 user 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.

Accepting an offer/enrolment
Receiving an offer does not confirm your enrolment in the course. To secure your place, you must follow the enrolment 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 can’t attend enrolment
If you are unable to attend at the specified time you should check with the institution whether an authorised nominee (someone you choose) can enrol on your behalf.
For a list of institutions that have provided information about their enrolment and deferment policies on the VTAC website, see pages 68-69.

Didn’t receive an offer?
If you didn’t receive an offer, don’t panic.
You may still be eligible for a supplementary offer.
Alternatively, you can check out other courses listed with VTAC and change your preferences as many times as you like, at no additional cost, throughout January and February.
There are many ways to reach your study and career goals. See Pathways into courses (page 21) for more information.
Some institutions also open courses for enrolment at mid-year. Applications for mid-year open in April. Visit the VTAC website (http://www.vtac.edu.au) then for more information.
Note: If you didn’t receive an offer and want to find out why, contact the institution directly to discuss.

Enrolment and deferment
VTAC does not administer the enrolment process for individual institutions. To enrol in the course you should follow the instructions in your offer message. You can enrol/defer in one course only and in some cases may be required to attend in person on a specific date and time.
Your specific enrolment instructions will be in your offer message. Enrolment is generally held in the last week of January (for Round 1 offers) or second week of February (for Round 2 offers).

If you are unable to attend at the specified time you should check with institutions whether an authorised nominee (someone you choose) can enrol on your behalf. Note: Arranging an authorised nominee for enrolment is a completely separate process to arranging an authorised nominee for your application through VTAC. If you miss your enrolment date, contact the institution directly (not VTAC).

Institutional enrolment policies
For links to enrolment policies from the following tertiary institutions, see the VTAC website (http://www.vtac.edu.au/courses-inst/institutions/enrolment.html):
• Australian Catholic University
• Australian College of Sports Therapy
• Australian Maritime College
• Box Hill Institute
• Chisholm
• CQUniversity
• Deakin University
• Federation University Australia
• Holmesglen
• JMC Academy
• La Trobe University
• Monash University
• Navitas College of Public Safety
• Northern College of the Arts and Technology
• RGIT Australia
• RMIT University
• SAE Creative Media Institute
• Southern School of Natural Therapies
• Swinburne University of Technology
• Think Design
• University of Melbourne (The)
• Victoria University
• Wodonga Institute of TAFE
Institutional deferment policies

VTAC does not administer the deferment process for individual institutions. If you wish to defer your offer, you must ensure that deferment is available and then follow the instructions outlined on individual institutional websites.

For links to deferment policies from the following tertiary institutions, see the VTAC website (http://www.vtac.edu.au/courses-inst/institutions/deferment.html):

- Academy of Design Australia
- Academy of Interactive Entertainment
- Australian Catholic University
- Australian College of Applied Psychology
- Australian Institute of Fitness
- Australian Maritime College
- Box Hill Institute
- Charles Sturt University
- CQUniversity
- Deakin College
- Deakin University
- Federation University Australia
- Footscray City Films
- JMC Academy
- La Trobe Melbourne
- La Trobe University
- Marcus Oldham College
- Melbourne Institute of Technology
- Melbourne Polytechnic
- Monash College
- Moorabbin Flying Services
- Northern College of the Arts and Technology
- RGIT Australia
- RMIT University
- Swinburne University of Technology
- University of Melbourne (The)
- Victoria University

If the institution you are interested in is not listed above, you can find more institutions on the VTAC website (http://www.vtac.edu.au/courses-inst/institutions.html).
HELP to pay your fees

Depending on the fee-type of the course you are studying, there may be an Australian Government loan scheme to assist you with your study fees.

- **HECS-HELP** is an Australian Government loan scheme to help eligible students in Commonwealth supported places pay their student contribution amounts.
- **FEE-HELP** is an Australian Government loan scheme to help eligible fee-paying students pay all or part of their tuition fees for higher education courses.
- **VET FEE-HELP** is an Australian Government loan scheme to help eligible students pay all or part of their tuition fees for vocational education and training (VET) higher level qualifications (i.e. diploma and above).
- **Important note:** If you apply for VET courses that have 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. As VET FEE-HELP is only available for diploma level and above, you will be required to pay fees to complete certificate level qualifications. To find out which VET courses require enrolment at certificate level, their fees and payment options, please contact the VET provider.
- **SA-HELP** is an Australian Government loan scheme that assists eligible students to pay all or part of their student services and amenities fee, which universities and other approved higher education providers can charge for student services and amenities of a non-academic nature, such as sporting and recreational activities, employment and career advice, child care, financial advice and food services.

Find out more

For more information about HELP loans and to find out if you are eligible, see the Study Assist website (http://www.studyassist.gov.au).

Other course costs

Other costs may include charges for specialist equipment and materials directly associated with your course of study. For more information on fees (and other costs) and payment options contact the institutions.

Government payments for students

The Department of Human Services provides financial help to eligible students who are studying full-time or part-time through payments such as Youth Allowance, ABSTUDY and Austudy. If you are planning to apply for one of these payments you can lodge your claim 13 weeks before you start studying. We encourage you to lodge your claim online as early as possible, so that it can be assessed and your payment can start from the day you first become eligible.

The following information is correct as of May 2015.

- **Youth Allowance** provides financial help for young people. You may be able to get Youth Allowance if you are studying full-time, undertaking a full-time Australian Apprenticeship, training, looking for work or are sick.
- **Austudy** provides financial help to people aged 25 or over who are studying or undertaking an Australian Apprenticeship full-time.
- **ABSTUDY** provides financial help for Aboriginal and Torres Strait Islander Australians who are studying or undertaking a full-time Australian Apprenticeship.
- **Pensioner Education Supplement** helps students with the ongoing costs of full-time or part-time study in a secondary or tertiary course for those receiving a qualifying pension or payment.

If you receive any of the above, you may also be eligible for:

- **Education Entry Payment** which assists you with the costs of books and fees if you are returning to study or training to improve your skills and qualifications.
- **Fares Allowance** which helps tertiary students who have to live away from home to study with reimbursement for a trip to university at the start of the year, a return trip home during the year and a trip at the end of the year.
- **Student Start-up Scholarship** which helps with the up-front costs of items such as textbooks and specialised equipment.
- **Relocation Scholarship** which is an annual payment to help students in higher education who need to live away from their family home to study.
- **You may also be able to get other concession and allowances** such as a Health Care Card or Rent Assistance.

For more information see the Study Assist website (http://www.studyassist.gov.au) or the Department of Human Services website (http://www.humanservices.gov.au/).

Find out more

Full details of payments, eligibility criteria and how to claim are available at the Department of Human Services website (http://www.humanservices.gov.au/).

For more information about student payments see:

Facebook: Facebook.com/StudentUpdate
Twitter: @StudentUpdateAU
YouTube: HumanServiceGovAU

You can make a claim for ABSTUDY or ABSTUDY Pensioner Education Supplement by:

- going to http://www.humanservices.gov.au/ and printing off a paper claim form
- calling the ABSTUDY line on Freecall™ 1800 132 317
- Visiting your local Centrelink Service Centre.
Institution policies on fees and financial assistance

For information about fees and financial assistance at the following institutions, see the VTAC website (http://www.vtac.edu.au/courses-inst/institutions/financial-assistance.html):

- Academy of Design Australia
- Academy of Interactive Entertainment
- Australian Catholic University
- Australian College of Applied Psychology
- Australian College of Sports Therapy
- Australian College of the Arts
- Australian Institute of Fitness
- Australian Institute of Music
- Australian Maritime College
- Blue Mountains International Hotel Management School
- Box Hill Institute
- Charles Sturt University
- Chisholm
- CQUniversity
- Deakin College
- Deakin University
- Elly Lukas Beauty Therapy College
- Endeavour College of Natural Health
- Federation University Australia
- Footscray City Films
- Gordon (The)
- Goulburn Ovens Institute of TAFE
- Health Skills Australia
- Holmes Institute
- Holmesglen
- International College of Hotel Management
- JMC Academy
- Kaplan Business School
- La Trobe University
- Marcus Oldham College
- Melbourne Institute of Technology
- Melbourne Polytechnic
- Monash College
- Monash University
- Navitas College of Public Safety
- Northern College of the Arts and Technology
- Oxygen College
- Photography Studies College
- RMIT University
- SAE Creative Media Institute
- Sage Institute of Education
- Southern School of Natural Therapies
- Swinburne University of Technology
- Think Design
- Tractor Design School
- University of Melbourne (The)
- VFA Learning
- Victoria University
- Victorian Institute of Technology
- William Angliss Institute
- Wodonga Institute of TAFE

If the institution you are interested in is not listed above, you can find more institutions on the VTAC website (http://www.vtac.edu.au/courses-inst/institutions.html).

Scholarships

Many institutions offer scholarships to help students manage their education costs. There are lots of different scholarships and not all are awarded based on academic merit. For more information and to see if you might be eligible, see Scholarships (page 55).
Institutions and courses

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Australian College of Sports Therapy 108
Australian Guild of Music Education 111
Australian Institute of Fitness 113
Australian Institute of Music 115
Australian Maritime College 118
Bendigo TAFE 124
Blue Mountains International Hotel Management School 131
Box Hill Institute 134
Charles Sturt University 156
Chisholm 164
Collarts (Australian College of the Arts) 175
CQUUniversity 178
Deakin College 189
Deakin University 192
Elly Lukas Beauty Therapy College 245
Endeavour College of Natural Health 247
Federation University Australia 250
Footscray City Films 286
Gordon (The) 288
Goulburn Ovens Institute of TAFE 293
Health Skills Australia 296
Holmes Institute 299
Holmesglen 305
International College of Hotel Management 324
JMC Academy 326
Kangan Institute 331
Kaplan Business School 337
La Trobe Melbourne 342
La Trobe University 345
LaTrobe College of Art and Design 412
Longerenong College 415
Macleay College 417
Marcus Oldham College 421
Melbourne Institute of Technology 424
Melbourne Polytechnic 427
Mercer School of Interior Design 447
Monash College 449
Monash University 452
Moorabbin Flying Services 551
Navitas College of Public Safety 552
Northern College of the Arts and Technology 554
Oceania Polytechnic Institute of Education 557
Oxygen College 558
Photographic Imaging College 561
Photography Studies College 563
RGIT Australia 566
RMIT University 570
SAE Creative Media Institute 651
Sage Institute of Education 656
Southern School of Natural Therapies 658
Swinburne University of Technology 662
Think Design 760
Tractor Design School 764
University of Melbourne (The) 766
VFA Learning 789
Victoria University 792
Vicariant Institute of Technology 867
William Angliss Institute 871
Wodonga Institute of TAFE 877

Check updates to new, cancelled and amended courses at