

Providing a supporting statement

What is SEAS?

The person who gave you this sheet is applying for special consideration under the **Special Entry Access Scheme** (SEAS) as part of their application for tertiary study through VTAC (the Victorian Tertiary Admissions Centre).

SEAS allows an applicant to receive special consideration when applying for courses to compensate for circumstances, events, or conditions beyond their control which have negatively affected their education.

Why is my statement needed?

For some categories of SEAS, supporting statements are needed to corroborate the impact of disadvantage on the applicant's education.

For some equity scholarships, similar documentation requirements apply. The form sent to you by the applicant may indicate that it is for use with both SEAS and scholarships applications.

Am I the right person to provide a statement?

Supporting statements must be from a relevant responsible person. This means someone who:

- is an Australian citizen or permanent resident and is 18 years of age or older;
- has known the applicant for at least 12 months or for the entire duration of the circumstances, whichever is shorter;
- is not related to the applicant by birth, marriage, or de facto relationship; and
- does not live with the applicant.

For applications under Category 4 (Disability or Medical Condition), the relevant responsible person must be a medical practitioner who meets the above conditions.

As well as meeting the official requirements above, you should also have **first-hand knowledge** of the circumstances and their educational impact. If you are only hearing about the circumstances for the first time now, it's likely there is a more closely related person who would be better-placed to provide the supporting statement.

How do I provide my statement of support?

You can provide your statement using whichever method is most convenient:

Online

Give the applicant your email address. From their VTAC account, they can generate a one-time login link which will be sent to you by email. You can then type your supporting statement directly into the application.

OR

Scanned or mailed document

Type your supporting statement on the VTAC form supplied, or on your own professional letterhead. Give the finished statement to the applicant, who can then supply it to VTAC by uploading a scanned copy, or posting a printed copy to VTAC with their personalised coversheet.

What should I include in my statement?

Be as concise as possible about the circumstances or condition and focus primarily on the **impact on the applicant's education**.

Include a **timeline**, and be as specific as possible about the educational impact. The applicant has already written their own impact statement, and you may wish to view this before writing your supporting statement.

What isn't needed in my statement?

An overly detailed description of the circumstances or condition is not needed. Focus instead on the educational impact.

Do not supply lengthy medical reports, photographs, x-rays, or other technical information.

Privacy and confidentiality

All sensitive information is collected and used in accordance with [VTAC's Privacy Policy](#). A statement of support that you supply will not be automatically visible to the applicant, however may be released to them on request if required by law, or under your own organisation's privacy policy, if relevant.