



UNDERSTANDING OFFERS

Once you submit your VTAC application, you're eligible to receive offers based on your ATAR, preference list and other criteria.

This fact sheet explains the offer system with advice on how to navigate offer rounds.



Key points about understanding offers

Once you have submitted your VTAC course application, and paid your course application processing fee, VTAC processes your application and supplies it to the course selection authorities for each course you have listed.

This system automatically identifies the highest course on your preference list that considers you competitive for an offer. VTAC then advises you of this offer via your VTAC account.

VTAC always recommends to accept any offer you receive so you don't lose your place. You can always change your status or accept a different offer in later offer rounds instead.

In subsequent offer rounds, you will be considered for course preferences higher than the offer you have received. VTAC will again advise you of the highest preference that considers you competitive (if any). Note that submitting an application does not guarantee you an offer.

How the offer system works

- 1 Place courses in your application preference list, placing your most preferred course at the top.
- 2 VTAC will make your results and application available to institutions.
- 3 Assessment teams from the institutions advise VTAC of the offers they wish to make.
- 4 VTAC will send you an offer for the highest course on your preference list that has offered you a course.
- 5 The institution will email you enrolment instructions for your offered course.
- 6 You will then choose to accept, reject or defer the offer.

Key terms

Offer:

Formal invitation from a tertiary institution for a student to enrol in a specific course, based on the student's application and preferences.

Supplementary Offer:

Supplementary offers are for courses with remaining places that are looking for suitable applicants after February offer rounds close.

Pathways:

Study pathways offer another 'path' to entry for the courses you want to study if you don't meet the entry requirements or don't wish to start a degree course straight away.

Tips for offers

Applications & Offer round key dates

Make sure you familiarise yourself with the key dates and give yourself enough time to meet deadlines

Changing your Preferences

You are able to change your preferences as many times as you need before each offer round, even if you have received an offer.

Accepting an Offer

Once you have received an offer, the institution will send you enrolment instructions. Ensure you follow them by the deadline noted in the enrolment email.

Preference order matters

Rank your courses in your preference list in the order you want to get into them. If you receive an offer, it will only be from your highest ranked course willing to make you an offer each offer round.

Understanding your offer

Course codes and fee types

The last digit of the course code shows you the type of course fees you will be required to pay for the place you have been offered.

For example:

0 9 8 7 6 5 4 3 2 **1** Fee type

Course codes ending in 1 are for Commonwealth Supported Places (CSPs). This means that part of the course is paid for by the government, and the rest of the cost is your responsibility – you can apply for a HECS-HELP loan for the part you're responsible for.

Course codes ending in 2 are for a domestic fee places (DFP). There is no contribution from the government. You are liable for the full cost.

Course codes ending in 3 are for international fee places (IFP). There is no contribution from the government. You are liable for the full cost.

Course codes ending in 4 are for places in vocational education and training (VET) courses.

The VET provider will determine whether you are eligible for a government-funded place or a full-fee place and the fees you are required to pay.

VET courses and fees

If you have received an offer for a VET course that has diploma or advanced diploma qualifications, in some cases you may be required to enrol in the certificate level qualification before proceeding to the diploma level.

This may affect your eligibility for government funding. Please also note that because the Australian Government VET Student Loans scheme is only available for diploma level and above, you may be required to pay fees up front to complete certificate level qualifications.

To find out which VET courses require enrolment at certificate level please contact the VET provider.

Fee amounts and payments

To find out the amount you are required to pay and the payment options, refer to the tertiary institution that has made you an offer. For information about government help to pay your fees and the Higher Education Loan Program loan (HELP), see the Study Assist website: studyassist.gov.au.

Responding to an offer

If you receive an offer, VTAC advises that you accept it by following the institution's enrolment instructions.

This is because there is no guarantee you will get a better offer in a future round. If you do, you can accept this later offer and cancel your enrolment for the first offer.

Accepting an offer

To accept your offer you need to enrol in the course. Accepting an offer does not reduce your chances of getting subsequent offers in future rounds.

Enrolment

Instructions on how to enrol online will be sent to your email address by the institution. Follow these instructions to accept your offer, within the deadline that is outlined in the email.

Enrolment deadlines differ by institution, but are generally in the week(s) following the offer release date. However, if you have any questions about enrolment or deadlines you can speak to the institution directly.

If you have been offered a Commonwealth Supported Place, you **must provide your tax file number (TFN)** to enrol. For information about getting a TFN, see the Australian Taxation Office website at ato.gov.au.

Deferring

If you don't want to start your course straight away, you might be able to hold your place and defer your study until the next semester or the next year.

Not all institutions allow deferment. To find out if it is possible and what you need to do to defer; you should check with the institution.

Declining an offer

You should only decline an offer if you are certain that you do not want to take the course—even if it is your only offer. There are no guarantees that you'll receive another offer.

To decline an offer you don't need to do anything.

If you do not enrol in the course by the date and time specified in your letter, your offer will automatically lapse. The place that was offered to you will become available to someone else in a future round.

When are offers released?

Offers are released to applicants at different times depending on the institution and the type of applicant.

These release times are referred to as offer rounds. A complete list of offer release dates is available from vtac.edu.au/dates.

VTAC releases offers in multiple offer rounds for each applicant type. See more about the different offer rounds below.

November offers

If you are a **post-school applicant**, meaning you have previously completed year 12 or are returning to study, you could be eligible for the November offer round. You will need to submit a completed application by the timely deadline to be considered for the courses making offers in the November offer round.

Year 12 students are not eligible for the November offer round.

December offers

The December offer round is available for Victorian **Year 12 students** and is one of the largest VTAC offer rounds.

Some interstate applicants will also be eligible for the December offer round. This information will be available on the dates page once VTAC determines when interstate results will be received from partner TACs.

All applicants will still be eligible for January and February offer rounds.

January & February offers

All courses and applicant types participate in January Round 1.

There are also subsequent January and February rounds following January Round 1. Even if you received an offer in December or January Round 1, you can still change your preferences and receive offers in these later offer rounds.

How are offers released?

Email



Applicants who have been made a course offer will receive an email via their VTAC account on the day of release. Enrolment instructions from institutions will also be emailed to the address provided in your VTAC account after the initial offer email.

If you do not receive an email, one of the following things may have happened:

- the email has been sent to your spam folder
- you registered an incorrect email address
- or you did not receive an offer in this offer round. Check your VTAC account for a notification to confirm this.

Online



You can also view offer notifications in the 'My offers' section of your VTAC account under 'My course preferences'. Notifications stating whether you have or have not been offered a place will be available in your VTAC account.

Newspaper



If you have given VTAC permission to release your name, some newspapers may publish your offer.

Offers will only be published in the newspapers if you have given permission in the 'Manage permissions' section of your VTAC account.

If you receive an offer

Congratulations! Whether it was your highest preference, your lowest or somewhere in the middle, VTAC recommends you accept your offer.

You can still make changes to your preference list and will be eligible for higher preferences in future rounds, but you are not guaranteed another offer.

No offer in the first round?

If you don't receive an offer, you may still receive an offer in the next round.

However, we advise you to reconsider some of your preferences and seek advice from institutions on pathway courses. Make sure you meet the requirements for the courses you have listed.

Pathways

Because entry into tertiary courses is competitive, there is always the chance you will miss out on a place in the course you want.

Fortunately, there are often many ways to achieve your goals and you have eight preferences to maximise your chances of receiving an offer.

The idea of a pathway is that you use your success in a lower discipline to move into a course of a higher discipline, usually in the same area of study.

Some courses used as pathways will give you credit towards your next course. For example, a certificate course that articulates into a diploma course, or a diploma that gives you credit towards a Bachelor's degree.

Other courses you might use as a pathway don't provide you with credit for units you have studied, but assist you to develop your knowledge, attributes and skills before you apply for your ideal course. For example, a tertiary preparation or bridging course.

Another option is to consider an undergraduate to postgraduate pathway through which you complete a suitable bachelor's degree and specialise with a postgraduate qualification.

VTAC recommends adding pathway courses to your preference list. Contact institutions and careers professionals to seek advice on the best pathway options available to you.

VET pathways

The VET system (Vocational education and training study levels Certificates I-IV, Diplomas and Advanced Diplomas) is designed so that qualifications in the same discipline build upon each other.

This means that once you successfully complete one qualification, you may be able to immediately commence the next level.

For example, a certificate IV could pathway directly into a diploma if the subject of study is in the same area. Completing a VET study could also lead you to an undergraduate degree.

Undergraduate pathways

A large number of students transfer between undergraduate courses at the same institution or between institutions.

If you research undergraduate course structures you will notice courses in similar areas might share subjects.

For example, this means that you could start a Bachelor degree at one institution, and then transfer to another institution to study a similar course but have the credits you have already completed count in your new course.

OFFER FAQ'S

Read through these frequently asked questions to ensure you understand the offer system.

How many offers can I receive?

You can receive a maximum of one offer per round. For example, if you receive an offer in the November or December rounds, you can still receive other offers higher up on your preference list in January and February.

What are my chances of getting a better offer in a later round?

There is no certain answer to this question except to say that in most years around 80 per cent of offers are made in the December and January rounds.

Remember, if you receive an offer in January, and accept it by enrolling, you won't lose it and will be considered for courses higher on your preference list that have places in future rounds.

What if I miss the enrolment date?

If you don't enrol by the date and time specified in your enrolment instructions, your offer will lapse. If this happens, and you want to accept the offer, you should contact the institution and ask them if a place is still available and whether you can enrol late.

What if I get a better offer in a later round?

If you have enrolled in a course and later receive an offer that you prefer, you can accept the new offer by enrolling in the course. Once you've enrolled in the new course, you will need to withdraw your enrolment for any previous offer. Contact the institution for instructions on how to withdraw.

What if I receive an early offer?

Early offers are conditional and still require you to apply through VTAC and place the course in your preference list. Even if you receive an email accepting you into an early offer program, your official offer will be sent on offer round dates.

What if I receive a verbal offer?

Verbal offers have no status. Official offers will be made in writing and sent to your email address by the institution.

How do supplementary offers work?

If there are still places available in courses after February round 1, some institutions will make supplementary offers to domestic applicants.

These offers are given to applicants who have:

- not received an offer in any of the previous offer rounds
- not applied to the course offered
- met the prerequisites for the course offered, and given VTAC permission to release their VTAC application to all courses with vacancies.

What is change of preference?

Change of preference periods give you the opportunity to reassess the courses you have applied for.

While change of preference is open you can add, remove, and reorder your preferences as many times as you like.

Change of preference is open during the main application period. Change of preference also reopens after each offer round.

There is no cost involved in changing your preferences. Before adding a preference, always check the essential requirements and admission criteria to ensure you have met all course requirements.

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

Even if you receive an offer for a course you can still change your preferences before the next round. We recommend you accept your first offer by enrolling as you are not guaranteed an offer in any subsequent rounds.

To change your preferences for the next round, you need to:

- Make sure you meet the prerequisites and have completed any other essential requirements or admission criteria outlined in the course entry.
- Move the courses you would still like to be considered for above any offer you have received (and place them in order of preference).
- Do this by using the up and down buttons on your preference list. Only use the delete button for courses you want to permanently remove, as you may not be able to re-add them.

How do I know which courses will select applicants in subsequent rounds?

Institutions are only obliged to participate in January round. Any offers made outside of January round are at institutions' discretion and depend on the number of places filled in each course.

There's no way of knowing which courses are definitely still selecting applicants after each round, however some courses that no longer have places may place an indicator next to your preferences in your VTAC account. This will assist you in making smart change of preference decisions after each round of offers are released.

Are offers conditional?

Course enrolment is offered on the basis you:

Meet the eligibility requirements having provided full and correct information on your VTAC application and following the enrolment instructions by the date and time specified in your offer message.

If you do not meet the above requirements, your offer may lapse or be withdrawn.