

VTAC GUIDE

How to Apply

Courses, SEAS and scholarships



Applying in 2024

This fact sheet covers the application process for Year 12 students applying in 2024 for courses commencing in 2025. Current Year 12 students can start their course applications from 29 July 2024. The deadline for timely applications is 5pm 30 September 2024.

Eligibility

Most current Australian Year 12 students who are successfully completing the VCE, VCE VM or equivalents are eligible to apply through VTAC for courses. You must also meet citizenship and residency requirements (www.vtac.edu.au/prepare/citizenship) The types of courses you can apply for depends upon the qualification you complete- VCE or VCAL (Senior). Check the minimum tertiary entrance requirements (www.vtac.edu.au/before/entry-req) to understand which courses you are eligible for.

VTAC's role

VTAC is the central hub for tertiary course applications in Victoria. We represent all Victorian universities, most TAFEs and some independent tertiary colleges, which means we process applications for over 1,700 different courses.

When you submit your course application to VTAC you can list up to eight course preferences. Once submitted, VTAC processes your application and performs a range of checks to help you maximise your chances of getting an offer. This includes advising you of any missing results, reminding you to submit any additional documentation, or drawing your attention to other services such as special consideration (SEAS) or additional admissions tests.

After applications close and VTAC has received all of your results, VTAC processes and forwards your application onto the tertiary institutions you have applied to. It's at that point VTAC advises institutions as to whether you've met the prerequisite requirements or have submitted any additional forms such as the VTAC Personal Statement or SEAS. VTAC doesn't decide who gets into a course—that's the institutions' job. Our job is to make the process a lot easier for you and them.

Once institutions have looked at all your information, they advise VTAC if they want to make you an offer to enrol in a course. We then advise you of the offer highest on your preference list—that's why it's so important to always list your course preferences in the order you most want to study them.

The order of your preferences is never used as part of the selection process. Institutions can't disadvantage you for putting their course at a low preference level.

Preparing your course application is not all VTAC does. In addition VTAC processes SEAS and scholarship applications, and VTAC is also responsible for calculating the ATAR at the end of the year.

If you're a bit worried about the application process, don't be. It's VTAC's job to make it easier for everyone, so if you've got a question, check out our Facebook, Instagram or TikTok, or if you just want to talk to someone, give us a call.

Application deadlines and processing fees

VTAC opens for applications at 9am on 29 July 2024. The cost of the application processing fee depends on when you submit your application. While you need to apply by these deadlines, you don't have to pay your fee straight away —see vtac.edu.au/dates for more information.

There are no additional fees for submitting a SEAS or scholarships application, or for changing your preferences.

Timely Applications

Fee \$60 for current Year 12 students
Deadline 30 September 2024 (5pm)

Late applications

Fee \$150
Deadline 1 November 2024 (5pm)

Very late applications

Fee \$195
Deadline 6 December 2024 (5pm)

Applying interstate and overseas

If you are from Victoria and applying to an interstate or overseas institution, you will need to apply through the relevant tertiary admissions centre—there is one in most states and your ATAR is treated the same way across Australia. Visit Course Seeker (www.courseseeker.edu.au) for a list of courses available across Australia.

ACT/NSW: Universities Admissions Centre (UAC)
(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)
(www.satac.edu.au)

QLD: Queensland Tertiary Admissions Centre (QTAC)
(www.qtac.edu.au)

SA: South Australian Tertiary Admissions Centre (SATAC)
(www.satac.edu.au)

TAS: University of Tasmania (www.utas.edu.au)

WA: Tertiary Institutions Service Centre (TISC)
(www.tisc.edu.au)

Taking a gap year

If you're thinking of taking a gap year, you can still apply for a course and defer your start for a year. That way you can save your place for next year. If you change your mind, you can always apply for a different course the following year.

To find out what the deferment policies are for the courses you're interested in, check with the institutions directly.

Understand the VTAC process



Research courses

Use **VTAC's CourseSearch** to browse through over 1700 courses.



Learn the process

Use the **VTAC website** and read through the **online guides** to read up on the process.



Create an account

Ready to apply? **Applications open 31 July**. From this date, you'll need to create an account on the VTAC website.



Apply for scholarships

There are lots of different scholarships - **research the scholarships available and apply**.



Apply for SEAS

If your education has been affected by circumstances outside your control, you can **apply for SEAS**.



Apply for courses

You can apply for up to **eight courses** by listing them in the order you most want to study them. **You'll have the chance to change your preferences throughout the application period**.



Check requirements

Each course has its own **essential requirements** and **admission criteria**. Make sure you meet these for each course you apply to and complete any tasks listed.



Get your ATAR

VTAC will use your VCE results to calculate your Australia Tertiary Admission Rank (ATAR), which will be **released 12 December @ 7am**.



Find out about offers

Offers are released into **your VTAC account at 2pm on offer round dates**. It's recommended that you always accept an offer!

Create your VTAC account

Setting up your VTAC account

Before you can apply for courses, you need to set up a VTAC account. Setting up your VTAC account takes a few more steps than the average online account, but once you're in, you can use it to:

- » apply for courses, SEAS and scholarships, and change your course preferences
- » upload documents required for your applications
- » check your messages from VTAC
- » submit a VTAC personal statement
- » manage your contact details and PIN, and
- » view your ATAR and course offers when they come out

What you need

To register for a VTAC account, you will need to provide:

- » your full name, date of birth and contact details
- » any previous names you have used
- » your visa details (if you are not an Australian or New Zealand citizen),
- » your passport number (if you are not an Australian citizen, New Zealand citizen or don't hold an Australian permanent residency visa),
- » your Unique Student Identifier (USI), and
- » your student number, if you are currently studying an Australian Year 12 or the International Baccalaureate (IB) in Australia or New Zealand



Get your USI

Go to www.usi.gov.au to create your government required study number that you'll enter into your application.

Go to the VTAC website

You can create your account by going to www.vtac.edu.au and clicking on the sign up button on the top right of your screen.

Accept T&Cs

Open the privacy policy and terms and conditions, and click accept once you have read through them both.

Year 12 status

You will be asked whether you are a current year 12 student. If you select 'yes' you will need to provide your VCAA student ID number.

Contact information

Enter your contact details, making sure you use a personal email address instead of your school one.

Citizenship type

You will be asked for your citizenship type, country of birth, language spoken at home and your USI.

Provide name

Please enter your full legal name and enter any preferred first name or previous other names if required.

Pin & security questions

Create a pin and enter security questions. These will be used to log into your VTAC account or verify your identity if you call VTAC.

Review and create

Review all of the information and make sure it's correct. If it is, click 'create my account' and your VTAC account will be made.

Apply for courses

Once you have a VTAC account you can start applying for courses. Creating a course application can take up to 30 minutes. The best way to minimise that time is to be prepared.

What you need

To complete your course application, you will need:

- » details of your secondary studies including your Year 12 number
- » up to eight course preferences
- » contact details and date of birth of your authorised nominee, if you wish to use one.

How to apply

1. Read and agree to terms and conditions

Tick the box to confirm that you understand and accept all elements of the terms and conditions and privacy policy you agreed to when you registered.

2. Complete your educational history

In this section, you will confirm the details of your senior secondary schooling (for example VCE, VCE VM or IB). You will be asked about where you completed your schooling, what your student number is and other questions to confirm your education. Because VTAC takes applications from non-Year 12 students, you will also be asked if you have attempted or completed any post-secondary (tertiary) study or admissions tests such as the STAT. Most of these questions will not be relevant to current Year 12 students. If you have completed VCE Extension studies in year 12, do not include them in the post-secondary section, these will be provided to us by the VCAA with the rest of your VCE subjects.

You will then be asked to confirm a summary of all educational history claims you have entered. If there is something wrong or missing, simply use the back button to return to the relevant section and enter the correct information.

3. List course preferences

You can list a minimum of one and maximum of eight course preferences by using the institution, qualification and course drop down menus. Once you find the course you are looking for press 'Add to course preference list'.

It's important to note that this is a preference list. You can only receive a single offer in each round of offers, and this will be to the highest preference that selects you. This is why you must make sure you put the course you most want at the top, the course you second most want in second place, and so on. Use the arrow buttons to rearrange courses on your preference list.

You must ensure you meet prerequisites and complete all relevant requirements for the courses you apply for. For details, see the course information in CourseSearch on the VTAC website. Also, look closely at the course code to ensure you've selected the right course.

You don't have to complete or finalise your preference list in one go, you can make changes until the application deadline. See the next article for more information on preferences.

4. Fee summary

After you've completed your preference list, you'll be given a summary of the application processing fee you will need to pay.

5. Authorised nominee

You'll then be asked if you'd like to nominate someone to act on your behalf on matters pertaining to your course application.

An authorised nominee has your permission to enquire about your application, on your behalf. You will only need an authorised nominee if you are going to be unable to make enquiries yourself.

Authorisation is not an access-all-areas pass, so details about your results, medical information and ATAR will never be discussed with anyone except you.

A lot of Year 12 students think they must put their mum, dad or guardian down as the authorised nominee. NOT SO! Your course application, VTAC ID and PIN are owned by you. It's up to you to decide if you authorise a nominee or not.

6. Additional information

Finally, you will be asked some questions for statistical purposes. In the first instance, this information is not connected to your course application and does not affect selection in any way. It is provided in an aggregated format to institutions and the Department of Education and Training (DET).

However, if you complete a SEAS application you can give VTAC permission to access this information to assess your eligibility for access and equity SEAS consideration.

7. Submission and payment

Check the summary of your preferences, nominee and statistical information. If this is correct, tick the checkbox and press the submit button.

You will see a summary, with a receipt number, confirming the information you have entered on your application. You can print or save this summary, but you will also receive a copy by email and in 'Messages' in your VTAC account.

Once the application is submitted, you will be asked to pay the processing fee. You can pay this straight away, or pay it later using the payment function in your VTAC account. If you don't pay by the deadline, your application will not be forwarded to institutions.

Payment can be made via PayPal with VISA or MasterCard credit/debit cards.

Apply for special consideration (SEAS)

If there have been circumstances that have made it hard for you to do your best at study, it's worth applying via VTAC's Special Entry Access Scheme (SEAS). SEAS also allows institutions to identify applicants from under-represented groups when making selection decisions.

What is SEAS?

VTAC's Special Entry Access Scheme (SEAS) is an application process that enables institutions you are applying to get an understanding of any hardship you may have experienced as a student and its impact upon your studies when making selection decisions. If there have been circumstances that have made it hard for you to do your best, you should put in a SEAS application. Whether you are currently studying Year 12 or applying as a post school leaver, you may be eligible for consideration.

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How might a SEAS application help you?

- Special consideration may result in your selection rank (ATAR + bonusing) increasing for one or more courses.
- It is always worth applying and also listing course preferences that you'd like to study even if your ATAR falls a bit short as SEAS consideration may get you into your dream course.
- Applying for SEAS will never disadvantage you! If you are eligible, it can only improve your ranking for selection.

SEAS also allows institutions to identify applicants from under-represented groups when making selection decisions.

SEAS categories

Category 1:

Personal information and location

Based on demographic information such as your school, living location or gender. No evidence required, just tick 'yes' for being considered for category 1 and submit your application.

Category 2:

Financial disadvantage

Based on whether your everyday life has been impacted by financial hardship. You will either need to provide your own CRN if you receive Centrelink benefits in your own name, a Centrelink document belonging to your parent/ guardian if they receive Centrelink, or an impact statement and statement of support.

Category 3:

Disability or medical condition

Considers all disability or medical conditions, including diagnosed mental health conditions. You will need to provide an impact statement, written in your own words, and a Statement of Support, written by a medical practitioner aware of your condition.

Category 4:

Difficult circumstances

Considers all other circumstances that have been outside of your control that has made it difficult for you to achieve your best with your studies. You will need to provide an impact statement, written in your own words, and a Statement of Support, written by a responsible adult aware of your situation. Some high impact circumstances to do provide an impact statement or Statement of Support - please see our website for more information.

The application

1. Log in to your VTAC account

Log in to your using your VTAC ID and PIN.

2. Make sure you've lodged a course application

SEAS becomes available once you submit a course application.

3. Open the SEAS application

Select 'Special consideration (SEAS) application' in your VTAC account and then click on the SEAS application link at the top of the page.

4. Complete application including written statements

Fill out the category sections that are relevant to your circumstances. You must fill out at least one category for your SEAS application to be valid. Based on your answers, you will be prompted for Impact Statements written in your own words.

Click on Submit to complete your SEAS application. You will receive an email acknowledging you have submitted including a receipt. You can edit your SEAS applications as many times as required until the SEAS application closing date.

5. Submit evidence documents

When completing your SEAS application, you may be required to provide evidence. If you don't, your application will not be considered. Evidence required is often a Statement of Support or Centrelink documents. In some difficult circumstances cases, you may have the option to provide a letter from a government or community organisation and do not need to write an impact statement or supply a statement of support.

To submit evidence, open 'Submit SEAS/Scholarships documents' in your VTAC account and make sure to provide clear uploads.

Dates & Deadlines

29 JULY 9AM
Applications open

You can apply for SEAS & Scholarships from this date - try and apply as soon as you can!

20 SEPTEMBER 5PM
Guaranteed document
review date

If you need to provide any supporting documents and do so by this date, VTAC will review them and either accept them or reject them with an explanation of what you need to reupload.

11 OCTOBER 5PM
Applications close

This is a hard deadline, so make sure you have applied by this time and provided any require supporting documents.

Am I eligible for a scholarship?

Scholarships can be a great help with the cost of tertiary study and can be awarded for many reasons. These include scholarships for academic achievement, Indigenous Australians, community service, financial disadvantage and for other equity and access groups.

Complete the questions below to see if you are in with a chance to be one of the thousands of applicants awarded a scholarship each year.

About you

At the end of 2024 my highest level of education education will be:

- Year 12
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma
- Associate degree
- Bachelor degree
- Higher than a Bachelor degree
- No qualifications

My immediate family didn't go to university

- Yes
- No

I am an Australian Aboriginal and/or Torres Straight Islander

- Yes
- No

I have community and leadership experience

- Yes
- No

I come from a non-English speaking background

- Yes
- No

I will have to move away from home to study next year

- Yes
- No

I would like to live on campus next year

- Yes
- No

Some pretty personal stuff

I have spent time as a ward of the state, or in foster care

- Yes
- No

I am, or have been a refugee

- Yes
- No

I have a disability which has affected my educational outcomes

- Yes
- No

I have or had a medical condition which has affected my educational outcomes

- Yes
- No

I have experienced difficult circumstances that have affected my education

- Yes
- No

I personally receive a Centrelink benefit

- Yes
- No

My parent or guardian receives a Centrelink benefit

- Yes
- No

I or my family are not receiving a Centrelink benefits but struggle financially

- Yes
- No

If you answered yes to any of the questions above, there may be a scholarship to suit your circumstances. We encourage all applicants to apply for scholarships, so submit your scholarship application now and let VTAC and institutions see what's right for you.

Apply for Scholarships

Scholarships help with the cost of study and are awarded for many different reasons: community involvement, academic achievement and where you live are just some of them.

Why apply for a scholarship?

Why wouldn't you apply for a scholarship? You have nothing to lose and a lot to gain. While the value of each scholarship varies, it can help you pay for books, study materials, moving expenses, course fees or other costs associated with tertiary study.

What kinds of scholarships are there?

There are lots of scholarships you can apply for through VTAC. Others require you to apply to tertiary institutions or the organisation sponsoring them. It's worth spending an afternoon online, searching for scholarship opportunities. For example, a local community group might offer one that would be ideal for you.



Scholarships through VTAC

The scholarships VTAC takes applications for are generally awarded under three categories:

- » Access and equity scholarships
- » Merit scholarships
- » Indigenous Commonwealth scholarships

Access and equity scholarships

Access and equity scholarships are most often awarded for access and equity reasons, including financial disadvantage, relocating from regional and rural areas or being part of an access equity group.

Merit scholarships

Merit scholarships are awarded for achievement. This may be assessed by a range of criteria, not only your ATAR.

Indigenous Commonwealth scholarships

Commonwealth scholarships are awarded to Aboriginal or Torres Strait Islander applicants across a variety of categories.

How do I apply?

Applying for scholarships offered through VTAC is straightforward. You just need to complete one application and you'll be matched with all the scholarships you are eligible for.

The scholarship application is within your VTAC account. It's simply a matter of following the prompts and entering any relevant details.

Most questions require concise written responses. These have strict character limits so it can be a good idea to write a draft first.

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

- » details of your financial circumstances
- » your Centrelink Reference Number (CRN) or your parent or guardian's details, if you don't receive payments directly into your bank account
- » other income details

You may also be required to provide supporting evidence such as an impact statement, statement of support or Centrelink documentation to complete your scholarship application. There is detailed information on the VTAC website for how to provide this information (vtac.edu.au/access/scholarships)

When do I apply?

Applications open on 29 July 2024. The scholarship application – and all supporting evidence – must be submitted by 5:00 pm 11 October 2024.

What are my chances?

Your chances firstly depend on whether you apply or not. Then it depends on how many scholarships in a category are available, your eligibility and how you are assessed compared to other eligible applicants.

For example, Commonwealth scholarships are based on an income assessment – if you meet the criteria, you will get a scholarship. For other scholarships, chances vary more widely.

Many of the scholarships through VTAC are based on equity and access, leadership abilities and community experience, so don't be deterred if you're not a straight A student.

The scholarship application has similar questions to the SEAS application

Which is why every person submitting a Special Entry Access Scheme (SEAS) application should also submit a scholarship application. You can even use the same supporting evidence, just make sure you submit each item twice: once in the SEAS application and again in the scholarships application.

Find out more

You can practise a scholarship application at vtac.edu.au/applying/demos. Just remember that the information you enter in a demo is not submitted to VTAC, and is not considered a valid application.

More information on the scholarship categories is available on the VTAC website: vtac.edu.au/access/scholarships. This includes a list detailing the institutional scholarships available, including who's offering it, the scholarship type, the criteria and approximate value.

Provide evidence for SEAS & Scholarships

SEAS and scholarship applications may require that you provide additional evidence of your circumstances. Quality, not quantity, is the key to providing good and useful evidence.

When completing your SEAS or scholarship application you may be required to provide evidence. If you don't your application will not be considered. Evidence requested may include:

- » your description of your circumstances » your explanation of the impact of the circumstances on your education (or everyday life for scholarships awarded for financial disadvantage), and/or
- » a statement of support from a 'responsible person'.

There are strict character limits (including spaces) for written content, so it can be a good idea to draft what you write before you submit it.

Providing your own statement

Write it yourself

Write the application yourself, in your own words. This is your story, not somebody else's interpretation. Also, it is not an English test! Just write clearly and honestly.

Description of circumstances

Keep it short and to the point. Summarise what happened and when. You can write this as a timeline of dates and events, or you can present it in another way that clearly details your circumstances and when they occurred.

Impact statement

Your impact statement is an essential and significant part of your application. It provides assessors with the information required to understand the impact the disadvantage has had on your educational performance (or everyday life for scholarships awarded for financial disadvantage),

Focus on **how** your circumstances have affected you and prevented you from meeting your potential. It is important to describe the educational impact of the circumstances, not just the situation or condition.

Evidence is about quality,
not quantity.

Providing a statement of support

You may be required to submit a statement of support from a responsible person who has specific knowledge of your circumstances and is able to describe them. Choose a responsible person who knows about your circumstances and can comment knowledgeably about your situation.

Statements of support may be submitted electronically or mailed to VTAC. If a statement of support is required but not submitted, your application for SEAS or the relevant scholarships will not be considered.

Make sure your 'responsible person' understands what they need to include in the statement and that their understanding matches your own. The key element is that they detail how your circumstances have affected you and prevented you from meeting your potential.



A good supporting statement is written by a responsible person who can:

- » provide a brief overview of your medical condition, disability or circumstances
- » provide a time line of the duration of the circumstances, and
- » provide current information on how your circumstances have affected your ability to reach your potential.

VTAC produces a 'Providing a statement of support' fact sheet, which you can forward to your responsible person. This fact sheet explains the purpose of the statement and gives tips on what to include.

Definition of 'a responsible person'

A responsible person is:

- » an Australian citizen or permanent resident who is 21 years of age or older
- » has known you for at least 12 months or for the entire duration of the circumstance(s), whichever is shorter
- » is not related to you by birth, marriage, or de facto relationship, and
- » does not live with you.

For SEAS Category 3: Disability or medical condition, and for any questions related to medical conditions on the scholarship application, a responsible person is defined as a health practitioner who also meets the criteria outlined above. Example health practitioners include general practitioners (GPs), psychologists, counsellors, school nurses and physiotherapists.

Providing financial evidence

Financial disadvantage is most often demonstrated with documentation from Centrelink. If you receive payments directly into your account, and you give VTAC permission, VTAC can access your Centrelink records electronically. However, if the payments are paid to your parent or guardian, you must provide VTAC with hard copy or uploaded copies of Centrelink documents.

If you need to provide other financial documents such as payslips, you will need to provide these to VTAC.

Receive your results and ATAR

You will be able to access your VCE results and ATAR from 7.00 am on 12 December 2024

Accessing your results

When do I receive my results?

You will be able to access your VCE results and ATAR via web, app and mail. Results will be available via web and app from 7.00 am on Thursday 12 December 2024. The paper documents should arrive in the mail within ten business days.

How do I access my results online?

You can access your results via the VCE Results and ATAR Service website or the Results and ATAR app. The app is available from Google Play or the App Store.

You will need to register prior to results being released via <https://resultsandatar.vic.edu.au> or by using the app. Registration opens on Monday 29 July. You will need your VCAA student number and personal details to register. You will select a secure password when registering, which you will use to access your results on Thursday 12 December. You only need to register once. The password you create can then be used for both the internet service and mobile app.

You are encouraged to complete registration by 5.00 pm Wednesday 11 December to ensure the fastest access to your VCE Results and ATAR at 7.00 am when they are released.

If you have created a VTAC account, please note that this is separate from your registration for the VCE Results and ATAR Service.



Can I speak to someone about my results?

Absolutely. VTAC and VCAA run a joint Post-Results and ATAR Service (PRAS) every year. In 2024, the services will operate from 7.00 am, Thursday 12 December and remain open for several days.

You can contact the service by:

- Visiting pras.resultsandatar.vic.edu.au
- Calling (03) 9637 3877 or the toll-free number 1800 653 080
- Emailing pras@education.vic.gov.au

Understanding the ATAR

The ATAR stands for Australian Tertiary Admission Rank. It is important to note that the ATAR is a rank and not a score. It is represented as a number between 0 and 99.95 in intervals of 0.05 and 99.95 being the highest rank.

Because the ATAR is a rank, there is no pass or fail ATAR. Everyone who receives an ATAR has successfully passed the VCE. The ATAR simply demonstrates each student's achievement in relation to all other students in the Year 12 age group. Someone receiving an ATAR of 55, for example, has performed better than 55 per cent of the Year 12 age group that year.

How is the ATAR used?

It is a tool used for tertiary selection, a way for institutions to distinguish between applicants where there are more people applying than there are places in the course.

Once the ATAR has been used for its purpose, entrance into your chosen course, it becomes irrelevant. No one's going to ask for you ATAR once you're already studying, and future employers will be far more interested in your skills and experience than any of your high school results.

Why do you scale subjects?

Subjects aren't scaled because of how 'hard' or how 'easy' we think they are. In reality, every subject is scaled in the same way: based on the strength of the competition in a particular year.

VCE Study Scores are standardised rankings, or relative positions, reported on a scale between 0 and 50, with a middle ranking of 30. So, a student with a Study Score of 30 has performed better than half the students in that subject for that year. Scaling is applied to determine the difficulty in achieving the middle ranking - the median study score of 30 - in each subject. The issue here is VCE Study Scores are not standardised against other VCE subjects, they only measure the achievement relative to other students in the same subject.

The competition to achieve the median study score varies between individual studies - in some subjects it is harder to get a 30 because of the cohort of students undertaking it - not because of any inherent difficulty of the subject. So to be fair to all students, no matter what subjects they choose, we scale all subjects against each other to produce a result as though all Year 12 students had taken the same subjects.

I was hoping for a higher ATAR

Remember, the ATAR is only a tool used for tertiary selection, it does not define you as a person, nor does it determine your capabilities.

If your ATAR isn't high enough to get you into your dream course, it's worthwhile contacting the institution to discuss alternative pathways. More often than not, there will be another pathway into the course you want to study. You do have options.

Change of preference will remain open for a time after the results release, so you will have time to make calls, do your research and add in any 'pathway courses' in time for offers.

Learn more about the ATAR

For detailed information on the ATAR and scaling, see the VTAC ATAR and Scaling Guide 2024, www.vtac.edu.au/atar-scaling-guide-2024.html

Preferences

If you change your mind about the course you want to study or get different Year 12 results to what you were expecting, don't worry—you can change your course preferences.

What is change of preference?

During specified periods you can add, remove or re-order the course preferences in your VTAC course application.

You may 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 on your preferences list.

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

How to change your course preferences

To change your course preferences, log in to your VTAC account and follow the prompts. You can add, delete or re-order your preferences using the up and down arrows.

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



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

Find step-by-step instructions for changing your course preferences at:
www.vtac.edu.au/applying/courses/cop
All change of preference dates are listed at:
www.vtac.edu.au/dates

When can I change my preference?



Straight away

Once you've applied, you can keep doing this as many times as you like, free of charge, until the closing date.



After your ATAR is released

After you get your ATAR, you will have a short amount of time to change your preferences. Finalise your preferences at this point to maximise your chance to receive the offer you want.



After offers come out

You can also change your preferences between offer rounds, but some courses may already have filled all their places.

Offers and Enrolment

Most offers will be made in December and January Round 1.

How are offers released?

Most offers will be made on 23 December 2024. Emails will be sent from the morning right through until 2 pm, at which point you will be able to log into your VTAC account and view your offer in the 'Course offers' section. Because of the volume of offers going out on that day, VTAC will stagger the email roll out throughout the morning and early afternoon, so don't stress if it's 12 noon and you haven't received an email but your friend has.

Your offer email is a notification of an offer being made. The institution will contact you separately with instructions and deadlines for enrolling—usually within two business days. If you do not receive these instructions, you need to contact the institution and not VTAC. Remember, you must enrol by the deadline set by the institution—make sure that you don't miss out.

All offer round dates are listed at: vtac.edu.au/dates.

Accept an offer by enrolling

To accept an offer you must enrol in the course. Enrolment procedures will be outlined in the offer email sent by the institution. These instructions differ across each institution, in some cases you may be required to attend in person at a specific date and time, others might require you to enrol online.

Most enrolment deadlines are within a short period from when the offer is made. If you are unable to complete the enrolment procedure during this period, you should check with the institution about what other arrangements are available. Don't leave this too late, as you may be required to organise documentation and someone to act on your behalf.

All offers are provisional

Any offer you receive is subject to you:

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

If you don't meet these requirements, your offer may lapse or be withdrawn.

Thinking of deferring to take a gap year?

Gap years can be a great way to take a break from studying to do some travel or some work experience. If you're applying for courses with the intention to defer the place, make sure that you check the institutional and course policies on deferment, as not all courses will allow it.

If the institution agrees to defer your place, make sure to get an agreement from them in writing. If you eventually decide not to take up the deferred place, you must inform the institution so that they can offer the place to another applicant.

Have mixed feelings about the course or interested in something else?

You can accept your December Round offer and remain eligible for higher preferences in future rounds as long as those courses are ranked higher than your current offer. For instance, if you receive an offer from your third preference, you can still receive offers from preferences one and two.

Change your preferences between offer rounds to open up more course options. This allows you to prioritize courses previously lower on your list or add new ones. If you receive a preferred offer in a future round, you can accept it and withdraw from the previous one.

VTAC advises accepting your December Round offer. Doing so ensures you have a course secured in case no further offers are made. If you delay acceptance to wait for future rounds, there's a risk of not receiving any offers at all.



No longer interested in the course you've been offered?

Accepting an offer for a course is your choice. If you have absolutely no desire to enrol in that course, then simply ignore the offer. The offer will lapse and the place will go to somebody else. Just be sure about any decision to not accept a course offer—offers cannot be accepted once they have lapsed.

Didn't get an offer?

If you didn't receive an offer in the December Round, you may still be eligible for an offer in the January and February Rounds. However it's important to know most offers are made in the December Round. So while you might wait in hope for a February Round offer it's also a good idea to do some strategic research.

You can change your preferences between offer rounds and institutions are available to talk to you about pathway courses and to help you identify other courses you might want to add to your preference list before change of preference closes. Also, make sure you give permission for institutions to give you supplementary offers.

Supplementary offers

Some institutions may make supplementary offers after February Round 1 if they have places available.

You may receive supplementary offers if you have:

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

You give this permission either at the time of applying, or later in your VTAC account. Supplementary offers will be processed weekly after February Round 1.



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