



# VTAC & SEAS HANDBOOK

A Guide for Students, Parents and Teachers

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Name: \_\_\_\_\_

VCAA Number: \_\_\_\_\_

USI Number: \_\_\_\_\_

VTAC ID: \_\_\_\_\_

**Application Appointment:**

**Application Appointment Time:** \_\_\_\_\_

*For up-to-date and accurate advice with VTAC and course information, please  
always direct your questions to a member of the Careers Team!*

# VTAC & SEAS Handbook

A GUIDE FOR STUDENTS, TEACHERS & PARENTS

## Important Dates & Deadlines

Application	Open	Close
VTAC Course Application	Mon 1st August (9am)	Thu 29th September (5pm)
SEAS Application	Mon 1st August (9am)	Fri 7th October (5pm)
Scholarships	Mon 1st August (9am)	Fri 7th October (5pm)
VTAC Personal Statement	Mon 1st August (9am)	Fri 2nd December (5pm)
ATAR Released	Mon 12th December (7am)	
Change of Preference	Mon 1st August (9am)	Wed 14th December (4pm)
December Round Offers Released	Wed 21st Dec 2022 (2pm)	
January Round Offers Released	Fri 13th Jan 2022 (2pm)	

**ALL** VTAC application appointments are **face to face**. You will need to have a laptop/device with the VTAC website open and ready to go at your assigned appointment time. You must also have your completed list of 8 courses in front of you. Your host (Elle, Ms Furolo or Ms Warne) will call your home group at the designated time. **BE READY!**

<b>12Q &amp; L</b> 2:10pm – 2/8/22	<b>12F</b> 2:10pm – 16/8/22
<b>12A</b> 2:10pm – 3/8/22	<b>12G</b> 2:10pm – 17/8/22
<b>12B</b> 2:10pm – 4/8/22	<b>12H</b> 2:10pm – 18/8/22
<b>12C</b> 2:10pm – 9/8/22	<b>12I</b> 2:10pm – 23/8/22
<b>12D</b> 3:10pm – 10/8/22	<b>12J</b> 3:10pm – 24/8/22
<b>12E</b> 2:10pm – 11/8/22	<b>12K</b> 2:10pm – 25/8/22 Your VTAC application appointment will be <b>on-campus</b> in <b>SC3</b> . Please do not be late to your allocated timeslot

## Be ready for your appointment!

1. Your laptop/device should be fully charged. Open Teams and [www.vtac.edu.au](http://www.vtac.edu.au).
2. You will need your VCAA number (front cover of this Handbook) and your USI.
3. Have your A3 VTAC Planner with 8 course preferences listed nearby.
4. Have a credit/debit card on hand to pay the VTAC application fee of \$44. The payment is made online. Cash will not be accepted.

# VTAC & SEAS Handbook

A GUIDE FOR STUDENTS, TEACHERS & PARENTS

PART ONE | VTAC

## ONE | Register for a VTAC Account

**\*\*\*\*PLEASE MAKE SURE YOU HAVE APPLIED FOR A USI NUMBER BEFORE 15<sup>TH</sup> JULY\*\*\*\***

Registering for a VTAC Account will provide you with access to the following services:

- Applying for courses
- Applying for Special Entry Access Schemes (SEAS)
- Applying for scholarships
- Completing a VTAC Personal Statement
- Access your ATAR score and university/TAFE offers

You can register for a VTAC Account at [www.vtac.edu.au](http://www.vtac.edu.au). To register, you will need:

- VCAA Number (on the front of this handbook)
- 4-digit pin (create a pin number that you can use as a password for your VTAC account)
- USI Number (you can apply for a USI here: <https://www.usi.gov.au/students/get-a-usi>)

**Keep your VTAC ID and 4-digit pin recorded in a safe place. You will need your VTAC ID and pin every time you log into your VTAC account.**

At the end of your registration, you will be issued with a **VTAC ID** number!

VTAC Registration Fee | **\$44.00** | Due **on your allocated VTAC appointment date. Please see page 2 for time allocation.**

Late VTAC Registration Fee | \$126.00 (late) - \$164.00 (very late)

VTAC *only* accept online payment via **CREDIT CARD, VISA DEBIT CARD** or **PAYPAL**. Cash **will not** be accepted. If you do not have access to these methods of payment, or if you are experiencing financial difficulty, please see a member of the Careers or Well-being Teams.

You will need the following card information to make an online payment:

- Card number
- Expiry date
- CVV number (3 digit number on the back of the card)

## TWO | Apply for a Tax File Number (TFN)

If you have applied for a Commonwealth Supported Place (CSP) or a government subsidised TAFE course (this will be most students), you **MUST** have a Tax File Number (TFN) issued by the Australian Tax Office (ATO) to enroll in the course you are offered.

To apply for a TFN online: <https://identityservice.auspost.com.au/ato/landing>

1. Complete the online form.
2. Print the summary, which will include your application reference number, and take it to an Australia Post store within 30 days of completing the online form. You will need to take your **printed summary** and **proof of identity** documents to the interview.

***A TFN takes a minimum of 28 days to process. You will need to take your TFN to your enrolment in mid-January so make sure you apply for a TFN early!***

## THREE | Paying Your Fees

The table below outlines **your** contribution to your tuition fees. Australian citizens have the option to defer **all** their fees onto a HECS-HELP loan. Permanent residents do not have access to the HECS-HELP loan scheme unless they are on a Humanitarian Visa.

Student Contribution Bands and Ranges	
Student Contribution Band	2022 maximum Student Contribution Amount
<b>Band 4:</b> Law, accounting, administration, economics, commerce, communications, society and culture	<b>\$14,630</b> per year
<b>Band 3:</b> Dentistry, medicine, veterinary science	<b>\$11,401</b> per year
<b>Band 2:</b> Other health, allied health, built environment, computing, engineering, surveying, science, environmental studies, pathology, visual and performing arts, professional pathway psychology, professional pathway social work	<b>\$8,021</b> per year
<b>Band 1:</b> Agriculture, English, mathematics, education, clinical psychology, Indigenous and foreign languages, nursing, statistics	<b>\$3,985</b> per year

Other than your tuition fees, be prepared to pay Amenities/Student Service fees and Materials fees. These fees will be due upfront and cannot be deferred onto your HECS-HELP loan.

For more information on fees, please visit: <http://studyassist.gov.au/sites/StudyAssist/>

## Commonwealth Supported Place (CSP)

A Commonwealth Supported Place (CSP) is a subsidised enrolment at university. The Australian Government pays part of the fees for your university place directly to the university and the student pays the remainder of the fees through the **HECS-HELP loan scheme**. To be **eligible** for a CSP you must be an Australian citizen, a New Zealand citizen or the holder of a permanent visa.

### Student Loans: HECS-HELP

The HECS-HELP scheme is a student loan. Eligible students may access a HECS-HELP loan to pay their student contribution amount. This is the amount left over after the Government has paid its subsidy. To be **eligible** for HECS-HELP, you must:

- be studying in a Commonwealth Supported Place (CSP);
- be an Australian citizen or permanent *humanitarian* visa holder;
- Hold a NZ Special Category Visa and have resided in Australia for at least 10 years.

You must start repaying your HECS-HELP debt through the taxation system once your repayment income is above the compulsory repayment threshold which is adjusted annually. The compulsory repayment threshold for the 2021-2022 financial year is **\$47,014** and is likely to change by the time you finish your degree.

### Student Loans: VET FEE-HELP

VET FEE-HELP is available to assist eligible students studying TAFE qualifications to pay their tuition fees. VET-FEE HELP is only offered at a **Diploma** level and above. **Certificate III and IV** courses are **NOT** covered by VET FEE-HELP. You are **eligible** for VET FEE-HELP if you:

- are an Australian citizen or permanent humanitarian visa holder; **AND**
- are a full fee-paying student studying a diploma/advanced diploma at an approved VET FEE-HELP provider.

### Student Loans: Permanent Residents & New Zealand Citizens

New Zealand citizens have access to Commonwealth Supported Places at university and government-subsidised places in TAFE. New Zealand citizens who are **Special Category Visa (SCV)** holders can access a HECS-HELP loan providing they have been a resident in Australia for the previous 10 consecutive years.

Permanent Residents are not eligible for a HECS-HELP Loan, with the exception of students on a humanitarian visa.

For more information on the fees for non-Australian Citizens, please visit:

<https://www.studyassist.gov.au/help-loans/non-australian-citizens>

## FOUR | Choosing Courses

You will have the opportunity to choose **8** courses for your VTAC application. Search for courses using the VTAC website:

**[www.vtac.edu.au](http://www.vtac.edu.au)**

Select “**Find Courses**” then select “**Search Courses**”

### Ranking Your Courses

Think carefully about how you rank your course preferences on your VTAC application. This will determine what university/VET course you are offered.

1. Put your dream course on the top of the list!
2. Courses should be ranked from the course you want **MOST** to the course you want **LEAST**.
3. Ensure you have a range of ATARs on your preference list.
4. Consider the location of the university. How will you get there? How long will it take?
5. Consider what the institution is offering you! Options to study abroad, complete an internship or work experience placement are valuable experiences to have on your resume!

Below is a screenshot of what your VTAC preference list will look like on your VTAC account.

	Course code	Course name			
1	1200212091	Teacher Education-Early Childhood and Primary (Australian Catholic University, Melbourne)	↓	×	
2	1400514271	Teaching-Primary (Deakin University, Melbourne Burwood Campus)	↑	↓	×
3	4301040261	Education (P-12) (Victoria University, Footscray Park)	↑	↓	×
4	4301310291	Education (P-12) (Victoria University, St Albans)	↑	↓	×
5	4301041291	Education (P-12) - Humanities and Social Sciences (Victoria University, Footscray Park)	↑	↓	×
6	4301385104	Early Childhood Education and Care (Victoria University, St Albans)	↑	↓	×
7	4300843281	Education Studies (Diploma) (Victoria University, Footscray Nicholson)	↑	↓	×
8	4301342091	Education-Early Childhood/Primary (Accelerated Program) (Victoria University, St Albans)	↑	↓	×

***Selection officers start at the top of your list. If you have met the eligibility requirements (ATAR, folio...) for your first preference – this is what you will be offered. If not, they will move down your list until they find a course that you are eligible for!***

## FIVE | VTAC Personal Statement

Some courses may ask you to complete a VTAC Personal Statement as a Selection Requirement. If so, you **MUST** complete the form to be considered for selection.

### How to submit a VTAC Personal Statement

#### 1. Log in to your VTAC account

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

#### 2. Open the Personal Statement and Fill in the Form

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

#### 2.1 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.

#### 2.2 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 you 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.

#### 2.3 ACADEMIC PERFORMANCE

Use this section to provide details about any past or current academic performance relevant to your course preferences, briefly outlining the exact circumstances (whether positive or negative) and how they affected your academic performance.

#### 2.4 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.

#### 2.5 COURSE-SPECIFIC STATEMENTS

Use this section to direct specific comments to any 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.

#### 3. Submit your VTAC Personal Statement

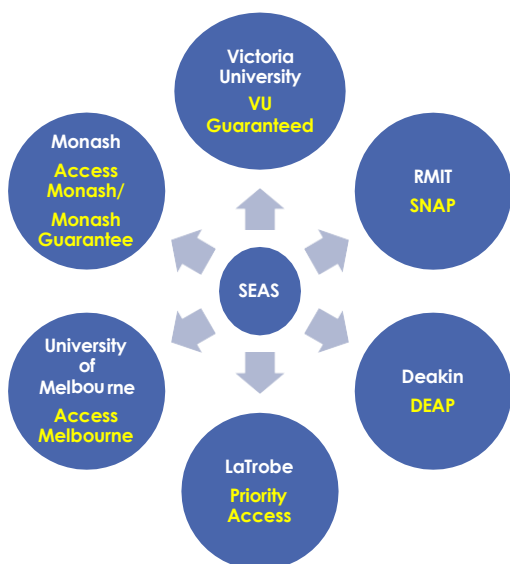
Click on 'Submit/save changes' to complete the process.



## PART TWO | SPECIAL ENTRY ACCESS SCHEMES (SEAS)

## SIX | Special Entry Access Schemes (SEAS)

Special Entry Access Schemes (SEAS) are available to applicants who have experienced **educational disadvantage**. SEAS provides students with the opportunity to gain entry into a course for which they **have not made the Lowest Selection Rank ATAR**. Students must meet all course requirements such as pre-requisites, interviews and folios. Each university/TAFE has its own SEAS program. The diagram represents the SEAS programs of the major institutions.



**ACU** and **Swinburne** also accept SEAS applications from Lakeview students however, these institutions do not officially consider LSC to be an underrepresented school. ACU automatically awards up to 10 adjustment factor points to your aggregate for the purpose of selection if you attend a school in the west.

## SEAS Categories



*There is no limit to how many categories you can apply for.*

## Category 1: Personal Information &amp; Location

This includes SEAS applications for students who attend under-represented schools. Lakeview is considered an **underrepresented school** by most of the major institutions and **all** students can apply for this category. Other personal information includes age, gender, indigenous Australian, non-English speaking and **first in the family to attend university**.

To apply for **SEAS Category 1**, go to the "SEAS" tab on your VTAC account and select "YES" to the following question:

*Do you want to include this category as part of your SEAS application?*

✓ YES NO

For ACU, RMIT, Deakin, La Trobe, the University of Melbourne and Monash, this is the *only* step in applying for SEAS Category 1. These institutions will automatically consider you for a place.

Applying for SEAS Category 1 at **Victoria University** requires an extra step! You will need to go to <https://www.vu.edu.au/study-at-vu/how-to-apply/special-admission-programs/vu-guaranteed> and complete an online application outlining your motivation for choosing VU and your career aspirations. Applications for this early entry program close on **October 7th**.



## Category 2: Disadvantaged Financial Background

To apply for this category, you or your parents will be recipients of Centrelink benefits and be able to provide a Centrelink Statement as proof of financial disadvantage. If you or your parents do not receive any Centrelink benefits but you believe you have experienced financial disadvantage, please see a member of the Well-being team.

To apply for SEAS Category 2, please bring a copy of your Centrelink Statement to the Careers Office. Below is a sample of a valid Centrelink Statement.

Lb 3 Regents Park Dc NSW 2143  
 CLK1LETTER@19020556

Reference:

  
**centrelink**

27 May 2014

This Income Statement shows information we hold about you on your Centrelink record. If you decide to show this information to anyone else for any reason, you can choose to show all the information or to block some information out.

**Income Statement**

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DOB 28 Jul 1949  
 Customer/Partnered Y  
 Maximum Rate Disability Support Pension Y  
 Number of Children Assessed 0

Previous regular entitlements and payments

Payment Type	Amount	Date Paid	Date of Grant
Disability Support Pension	\$577.40	16 May 2014	7 Jul 2008
Clean Energy Supplement	\$10.50	16 May 2014	7 Jul 2008
Pension Supplement	\$47.40	16 May 2014	7 Jul 2008

Previous irregular payments

There are no previous irregular payments to report.

Deductions from your payment

Payment Type	Deduction	Amount	Date Paid
Disability Support Pension	Centrepay Deductions	\$40.00	16 May 2014

Continued on the back

**Contact information**

If you have any questions about this letter please ring:

 **132 717** OR  
**13 1202** for Multilingual Services  
 Monday – Friday 8.00 am – 5.00 pm  
 (Please quote reference number)

Your local Centrelink Office:  


Office Hours:  
 Monday to Friday 8:30am – 4:30pm  


www.centrelink.gov.au

## Category 3: Disability or Medical Condition

You can apply for this category if you have a disability or have experienced physical/mental health issues that have had an impact on your education. You will need to write an **Impact Statement** detailing your condition, the duration of your condition and how it has affected your education. You will also need to obtain a **Statement of Support** from a **registered health professional** that confirms your medical condition and explains how this has affected your education.

If you are applying for SEAS Category 3, it is likely that you are already linked with a member of the Well-being Team, your GP/Medical Specialist, or a Psychologist.

You will need to write an **Impact Statement** that states the name your medical condition, how long you have had the condition (years/months) and how it has affected your educational outcomes.

A useful Impact Statement is:

- **Short and to the point.** Outline the circumstance, timeline and detail the impact of the disadvantage. Character limits are enforced so it's worth writing this as a Word document before including it on your application!
- **Written by you in your own words.** This is not a grammar test – institutions simply want to know your story of how the disadvantage has impacted your education.

Below is a sample Impact Statement for your reference.

*"In June 2020 I was diagnosed with Chronic Fatigue Syndrome. My symptoms include extreme physical and mental fatigue that is constant and not relieved by rest or sleep. I also suffer from headaches and dizziness and this is intensified when I am feeling stressed.*

*As a result of these symptoms, I have poor concentration and short-term memory at school. This makes it very difficult for me to listen to instructions, participate in class discussions, study and retain information for SACs and exams. I am often exhausted when I get home from school and struggle to complete set homework tasks. My attendance at school has been poor since my diagnosis. There are days when I am unable to get out of bed and other days where I have to attend medical appointments. I consistently feel that I am behind and that I am always trying to 'catch up.'"*

You will also need to obtain a **Statement of Support** from a medical professional. The Well-being team can provide you with a letter requesting this from your medical professional. A Statement of Support will need to include:

- Confirmation of your diagnosis and the duration of your medical condition.
- A brief description of your symptoms.
- A description of how your medical condition has affected your education.

## Category 4: Difficult Circumstances

This category is for students who have experienced difficult circumstances that have had an impact on your education. Some examples of difficult circumstances might include; a death in the family, parents separating or family violence. To apply for this category, you will need to write an **Impact Statement** detailing your difficult circumstances, the duration of the difficult circumstances and how they have affected your education. You will also need to obtain a **Statement of Support** from a well-being professional or your coordinator that confirms your difficult circumstances and explains how this has affected your education.

If you are applying for SEAS Category 4, it is likely that you are already linked with a member of the well-being team, a psychologist or your coordinator.

You will need to write an **Impact Statement** that discusses your difficult circumstances, how long you have experienced these circumstances and how they have affected your educational outcomes.

A useful Impact Statement is:

- **Short and to the point.** Outline the difficult circumstance, timeline and detail the impact of the disadvantage. Character limits are enforced so it's worth writing this as a Word document before including it on your application.
- **Written by you in your own words.** This is not a grammar test – institutions simply want to know your story of how the disadvantage has affected your education.

Below is a **plan** for writing your Impact Statement.

Describe the circumstances (including when and for how long)	How it has impacted you?	How has it impacted your education?	Who can write your Statement of Support?
<p>Grandmother died of a heart attack in the middle of 2022</p> <p>Found her at home with Mum, and my little sisters</p> <p>Very close to her</p> <p>Spent four evenings a week at her house</p> <p>Mother works in an Aged Care Facility doing the evening shift</p>	<p>Grandmother ensured that I did my homework and helped me</p> <p>Miss her and have nightmares about finding her dead</p> <p>Have to collect my sisters from school, cook dinner and care for younger sisters in the evenings</p>	<p>Poor study habits since Grandma has died, less prepared for class and assessments</p> <p>Sleepless nights and poor concentration in class which has resulted in a lack of motivation and drive</p> <p>Less time to study because I have to complete more jobs at home and care for my sisters</p>	<ul style="list-style-type: none"> <li>• <b>Student Well-being Coordinator</b> because I spoke to him/her about my grandmother's death and have had a number of appointments with him/her since.</li> <li>• <b>Psychologist</b> because I regularly meet with a psychologist also.</li> </ul>

You will also need to obtain a **Statement of Support** from a member of the well-being team, medical professional or Psychologist. The well-being team can provide you with a letter requesting this from your well-being worker/psychologist. A Statement of Support will need to include:

- Confirmation of your difficult circumstances and how long they have been occurring for.
- A brief description of how your difficult circumstances have affected your education

## SEAS Category 1: Personal Information & Location Programs

### RMIT: Schools Network Access Program (SNAP)

SNAP allows ATARS to be re-ranked so that students with ATARS below the lowest selection rank can be considered for a place. SNAP does NOT guarantee you a place in your chosen course.

- SNAP applies to all RMIT programs on students' VTAC preference list.
- SNAP applicants must meet a minimum pre-requisite requirement of **5 points below the published study score for bachelor degrees** (no adjustment to associate degrees).
- The order of your preferences does matter! Placing an RMIT course high on your preference list increases the chance of your SNAP application being successful.
- SNAP applicants with an ATAR that is within 20 points of the minimum ATAR will receive an equity adjustment.

### La Trobe Priority Access

La Trobe Priority Access enables students to gain entry into a course by adjusting their aggregate and ATAR for the purpose of selection. Under the La Trobe Priority Access Scheme, Lakeview students are awarded a **minimum of 10 adjustment factor points** to their aggregate for the purpose of selection!

### Access Melbourne

Students who have submitted an application for **SEAS Category 2: Disadvantaged Financial Background** are eligible for the following ATAR guarantees:

- 76 ATAR guarantees a place in Science and Design and Arts
- 82 ATAR guarantees a place in Commerce
- 88 ATAR guarantees a place in Biomedicine
- Access Melbourne includes under-represented school applicants but **NOT** with a guaranteed minimum ATAR. The ATAR will be at the discretion of The University of Melbourne.

### Monash Guarantee

The Monash Guarantee can give you entry into a Monash course even if you do not reach the course's lowest selection rank. You could be eligible for the Monash Guarantee if:

- You have experienced **Financial Disadvantage** (you/your parents are receiving Centrelink benefits).
- Attend an **under-represented school**.
- Your address is listed as '**low socio-economic**' (to check if your street address classifies you as low SES, go to [www.monash.edu.au/guaranteedentry](http://www.monash.edu.au/guaranteedentry) and click on the link to the **SEAS Calculator**).

### Victoria University: VU Guaranteed Program

To apply for the VU Guarantee, apply for **SEAS Category 1: Personal Information and Location**. Admission via the VU Guaranteed Program lowers the ATAR for the course you are applying for. VU guaranteed students will receive a conditional offer for a VU course prior to their exams.

- Applications close on **Friday 7th October**.
- You must submit your preferences through VTAC and ensure your VU course is your highest eligible preference.
- Students who are accepted into the VU Guaranteed Program will receive an extra 5 ATAR

points towards their application to VU courses requiring an ATAR.

- Courses **excluded** from this program are the Bachelor of Education (P-12) and the Bachelor of Paramedicine.

The VU Guaranteed application requires you to answer four questions:

1. **Why do you want to study at VU?**
2. **How do you contribute to your community, school and/or family?**
3. **Who inspires you to succeed?**
4. **How would studying at VU help you make a difference in the world.**

Sample answers to these questions are on the VU Guaranteed webpage. To begin your application for VU Guaranteed, go to <https://www.vu.edu.au/study-at-vu/how-to-apply/special-admission-programs/vu-guaranteed>

Not all VU courses use an ATAR score for entry. Courses is Allied Health (Physiotherapy, Speech Pathology, Dietetics, Nursing, Midwifery and Paramedicine), Biomedicine, Education, Law Psychology all require an ATAR at VU. See ATAR requirements for VU here: <https://www.vu.edu.au/study-at-vu/how-to-apply/admissions-at-vu/atar-profile>

## SEVEN | Scholarships

There are essentially two types of scholarships; merit scholarships and equity scholarships. The first is a **Merit Scholarship**. These scholarships are based on your academic achievements, more specifically, your ATAR score. In order to access a merit scholarship, most institutions will ask for an ATAR above 90-95.

The second type of scholarship is an **Equity Scholarship**. These scholarships are for students who have experienced disadvantage during their education, particularly where the disadvantage is financial.

To determine your eligibility for merit and equity scholarships, you will need to go to the website of the institution you are applying to and follow the links to their scholarship page. Make sure you read the eligibility criteria before applying.

Use the space below to create a list of scholarships you would like to apply for.

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## PART THREE | OFFERS

## EIGHT | Offer FAQs

**When will I get an offer?**

You will receive an offer via your VTAC account and e-mail account on the 21st December 2022 at 2pm. Make sure that the e-mail address you provide VTAC is current and checked regularly.

**How do I accept my offer?**

You accept your offer by enrolling online in your course. The institution that made you an offer will send you an e-mail with instructions for how to enroll and accept your offer. ***If you fail to enroll by the institution's deadline, your offer is no longer valid and you will lose your place in the course.***

**How do I defer an offer?**

Deferring a course means receiving permission from the institution to hold your place in a course for a period, usually 6-12 months. To defer an offer you must contact the institution directly for instructions; usually this is just a simple form. Not all institutions and courses offer the option to defer. You will need to check this with the institution.

**What happens if I am overseas/interstate and cannot accept my offer?**

If you have access to the internet while you are overseas, you will be able to complete your enrolment from any location. If you know that you are going to be overseas/interstate when offers are released then you need to arrange for someone else to enroll you in your course on your behalf. This may be a trusted friend or family member. Make sure they are aware that they are your proxy and that they have all the information about you that they will need to complete your enrolment. ***You can designate a proxy when you register your details with VTAC and submit your preferences. If you have access to the internet, you should be able to enroll online from anywhere!***

**What happens if I do not receive an offer?**

***Don't panic!*** You will have a few options:

1. Wait to see if you receive a *January Round Offer (from Jan 13th)*
2. Submit *direct applications* to institutions via the institution's website
3. Contact the Careers/MIPs team when Term 1 commences at the beginning on February
4. E-mail Elle: [elle.akkaya@education.vic.gov.au](mailto:elle.akkaya@education.vic.gov.au)

**What will happen if I do not accept my first round offer?**

If you *do not* accept your January round offer, it is **HIGHLY UNLIKELY** that you will receive another offer in the February Round. This is because by the end of the January Round **80% of courses are full**. If you decline your first round offer, you risk receiving no offer at all. This is why it is **CRUCIAL** that you rank your preferences in order of the one you want most to the one you want least **AND** ensure there is a TAFE course on your preference list.

***\*\*\*Even if you accept your January round offer, you can still receive a February round offer.***

**What is a 'rolling change of preference'?**

This means that course preferences can be changed *between* offer rounds. However, the majority of courses are offered in Round 1. **You should still accept your first offer.**

### How do I change preferences between rounds?

Once you have received an offer for a course, you cannot remove that course from your preference list – you can only move it up or down.

#### If you want to be considered for higher course preferences:

- There is no need to change your preferences. You will be automatically considered for higher preferences.

#### If you want to be considered for all of your other preferences:

- Move the offered course to the bottom of your preference list.

#### If you don't want to be considered for any other offers:

- Move the offered course to the top of your list.

#### If you want to be considered for new courses:

- Add them to your preference list. Just make sure they are above the course you have already been offered.

*NOTE: Before adding new courses to your preference list, please make sure you have met all the pre-requisites and extra requirements as well as any submission requirements.*

## NINE | VTAC & SEAS CHECKLIST

Use this checklist to ensure that you have completed all the relevant VTAC & SEAS requirements!

My VTAC Planner is complete with 8 course preferences and at least 1 TAFE course.	
I attended my VTAC MIPs appointment on the scheduled date	
I have registered for a VTAC account and have recorded my VTAC ID and pin for future use.	
I have ranked my 8 preferences and submitted my VTAC Application online.	
I have registered and attended at least one Open Day (see next page)	
I have paid the VTAC Application fee of \$44.00.	
I have ticked "YES" to Category 1 (Personal Information & Location – Under-represented school) on my SEAS Application online.	
If I applied for SEAS Category 2 (Financial Disadvantage), I have uploaded my Centrelink Statement to my VTAC account online.	
If I have applied for SEAS Category 3 (Disability or Medical Condition), I have uploaded my Impact Statement and Statement of Support to my VTAC account online.	
If I have applied for SEAS Category 4 (Difficult Circumstances), I have uploaded my Impact Statement and Statement of Support to my VTAC account online.	



If required, I have completed a VTAC Personal Statement through my VTAC account online.	
I have applied for scholarships.	
I have applied for a Tax File Number (TFN) online.	
I have registered for the CASPer Test (Teaching at all universities; Nursing at VU)	
I have made a resume so that I can apply for employment when I finish school.	

If you have **visited the VTAC website** and **checked this handbook** and are still unsure about which of the above tasks you are required to complete, please see a member of the **Careers Team**.

## TEN | OPEN DAYS

Most Open Days require you to **register** before attending. You can attend as many as you like!

Institution	Campuses, dates and times
<b>Australian Catholic University</b>	<b>Ballarat</b> Sunday, 14 August 2022 10:00 AM - 02:00 PM
	<b>Melbourne</b> Sunday, 7 August 2022 10:00 AM - 02:00 PM
	<b>Online</b> Saturday, 10 August 2022 10:00 AM - 02:00 PM
<b>Deakin University</b>	<b>Geelong Waterfront, Wairn Ponds,</b> Sunday, 7 August 2022 10:00 AM – 02:00 PM
	<b>Melbourne Burwood</b> Sunday, 28 August 2022 10:00 AM – 02:00 PM
	<b>Warrnambool</b> Sunday, 14 August 2022 10:00 AM – 01:00 PM
<b>Federation University</b>	<b>Berwick, Camp Street, Gippsland, Mount Helen (Ballarat) &amp; Virtual</b> Open Day Sunday, 14 August 2022 (10:00am - 2:00pm)
<b>Monash University</b>	<b>Caulfield, Clayton,</b> Sunday, 7 August 2022 10:00 AM - 04:00 PM
	<b>Parkville</b> Sunday, 21 August 2022 10:00 AM - 03:00 PM

	<p><b>Peninsula</b>                  Sunday, 6 August 2022                  10:00 AM - 03:00 PM</p>
<b>RMIT</b>	<p><b>Bundoora</b>                  Sunday, 7 August 2022                  10:00 AM - 04:00 PM</p>
	<p><b>City / Brunswick</b>                  Sunday, 14 August 2022                  10:00 AM - 04:00 PM</p>
	<p><b>Online</b>                  1 - 31 August 2022 - Digital Experience</p>
<b>Swinburne</b>	<p><b>Hawthorn</b>                  Sunday, 31 July 2022                  10:00 AM - 04:00 PM</p>
<b>University Of Melbourne</b>	<p><b>Parkville</b>                  Sunday, 21 August 2022                  10:00 AM - 04:00 PM</p>
<b>Victoria University</b>	<p><b>Footscray Park</b>                  Open Day - Sunday, 21 August 2022 – Register for details</p>
<b>William Angliss</b>	<p><b>City</b>                  Melbourne Open Day:                  Date: Saturday, 13 August 2022                  Time: 10am-3pm</p>
<b>JMC Academy</b>	<p><b>Melbourne</b>                  Saturday, 13 August 2022                  All day</p>
<b>Collarts</b>	<p><b>Melbourne</b>                  Saturday, 27 August 2022                  9:00 AM - 02:30 PM</p>
	<p><b>Online</b>                  Tuesday, 30 August 2022                  5:30 PM - 08:30 PM</p>

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