

ADMISSIONS

ADVICE TO APPLICANTS



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

A100 ADVICE TO APPLICANTS 2013-2014

APPLICATION METHODS

- **Apply online** at www.vu.edu.au/admissions-centre for Certificate IV and above courses (except Postgraduate by research). Online is the best way to apply, it is faster and you can easily keep track of your application status.

OR

- Use the **Direct entry application form** (A120 APPLY) available at www.vu.edu.au/forms to apply for Certificate I to IV and above. Use the **Research course application form** (A125) available at www.vu.edu.au/forms to apply for any Postgraduate by research. All paper-based applications must be either posted or hand-delivered to one of our student service centres.

Provide separate applications for each course you want to apply for.

Further application information and the relevant Course Index can be found at www.vu.edu.au/forms.

Please check application closing dates and if the course you are interested in has any **extra application requirements** or requires you to complete a **supplementary form** – this information can be found at www.vu.edu.au/supplementary-forms.

Supplementary forms (where applicable) **must** be uploaded along with your online application, or attached to your paper-based application; **otherwise we cannot consider your course application.**

HOW TO LODGE YOUR APPLICATION

ONLINE - ADMISSIONS CENTRE

www.vu.edu.au/admissions-centre

IN PERSON (ON CAMPUS) - STUDENT SERVICE CENTRES

City Flinders
Footscray Park
St Albans
Sunshine
Footscray Nicholson
City King
Werribee
Melton

POSTAL - MAIL ADDRESS

Admissions Office
St Albans Campus,
Victoria University
PO Box 14428
Melbourne VIC 8001

FOR MORE INFORMATION

STUDENT ENQUIRIES

Email: ASKVU Question Tab www.vu.edu.au/askvu
Online Live Chat: ASKVU Chat Tab www.vu.edu.au/askvu
Telephone: Student Contact Centre +613 9919 6100
On Campus: Student Service Centres (see above)

FUTURE STUDENT INFO ONLINE

Frequently Asked Questions (FAQs): www.vu.edu.au/gotovu
Courses, Application Info & Units of study: www.vu.edu.au/courses
"Study with us" - future student info: www.vu.edu.au/study-with-us

PRIVACY INFORMATION

We collect and protect your information in accordance with the Students Information Privacy Collection Statement and the University Privacy Policy, available at www.vu.edu.au/privacy.

ABBREVIATIONS USED IN THIS DOCUMENT

- **TAFE** - Technical and Further Education
- **VTAC** - Victorian Tertiary Admissions Centre
- **CSP** - Commonwealth Supported Place
- **HECS-HELP** - Higher Education Loan Program (HELP) for students enrolled in Commonwealth Supported Places (CSP)
- **FEE-HELP** - a HELP loan for eligible fee-paying (non CSP) students

IMPORTANT - ALL TAFE COURSE APPLICANTS - SKILLS REFORM

If you are applying for Vocational and Further Education (TAFE) qualifications, you will be subject to the *Victorian Training Guarantee* eligibility criteria for a government subsidised place. All applicants who meet the citizenship/residency requirements and are under 20 on 1 January in the year in which the course commences will be eligible for a government funded place. All other applicants will be subject to eligibility criteria and if the eligibility criteria are not met, applicants may be required to pay full fees to enrol into the course. Provided the student meets the citizenship/residence requirements, the student can defer the payment of their fees through VET FEE-HELP provided the course is at Diploma or higher qualification and the course is approved for VET FEE-HELP assistance.

Further information regarding fees and eligibility criteria can be found at the Skills Victoria website: www.skills.vic.gov.au or the Victoria University website: www.vu.edu.au/fees.

WHICH COURSES CAN I APPLY TO?

WHAT IS VTAC?

The Victorian Tertiary Admissions Centre (VTAC) acts on behalf of participating institutions, to receive and distribute applications and supporting documentation from applicants for relevant Higher Education and TAFE courses. Please note that an application fee applies.

HOW DO I APPLY?

Further information about VTAC courses, offer rounds and the Irregular Offer process is available in the VTAC Guide and at www.vtac.edu.au.

Commencement in February/March (Semester One). Also refer to our Course Indexes available at www.vu.edu.au/forms.

TAFE courses

TAFE courses are also referred to as Vocational and Further Education. Applications for full-time or part-time Certificate I, II, III and TAFE Graduate Certificate courses are made directly to VU. Applications for part-time study to Certificate IV, Diploma and Advanced Diploma courses are also made directly to VU. Applications for full-time study to most Certificate IV, Diploma and Advanced Diploma courses are made through VTAC. The TAFE Course Index available at www.vu.edu.au/forms provides details on the method of application required for TAFE courses.

Undergraduate courses

Most applications to degree courses are made online through VTAC, please refer to the VTAC Guide (available from newsagencies or at www.vtac.edu.au) for a list of available courses. Applications for courses not available through VTAC are made directly to VU. Please refer to the Undergraduate Course Index available at www.vu.edu.au/forms for further details and application method.

Postgraduate courses

Applications to postgraduate coursework programs are made directly to VU (although applicants to Graduate Entry Teaching courses **must** apply through VTAC at www.vtac.edu.au). Refer to the Postgraduate Course Index available at www.vu.edu.au/forms for more information.

Direct applications to VU

You can apply **online** at www.vu.edu.au/admissions-centre for Certificate IV and above, undergraduate and postgraduate by coursework courses or use the paper-based Direct entry **application form** (A120 APPLY) available at www.vu.edu.au/forms. If you don't apply online, please post or hand-deliver your application at one of our student service centres. *Please provide separate applications for each course you want to apply for.*

Applications through VTAC

To make an application through VTAC, apply online at www.vtac.edu.au. Please refer to the VTAC Guide for details of the course you are interested in.

Courses with an ongoing intake

A number of VU TAFE courses accept applications continuously throughout the year. Please refer to the TAFE Course Index for a complete list of these courses, available at www.vu.edu.au/forms.

Currently enrolled VU students

If you are currently enrolled at VU and you wish to apply for a different VU course (or courses), you may apply directly online at www.vu.edu.au/admissions-centre for Certificate IV and above, undergraduate and postgraduate by coursework courses or use the paper-based Direct entry application form (A120 APPLY) available at www.vu.edu.au/forms. If you were a former student of VU (i.e. you are **not enrolled** at the time of application), then please check our Course Indexes available at www.vu.edu.au/forms for details and application method.

Commencement in June/July (Mid-year entry)

Many postgraduate, undergraduate and TAFE programs are available for mid-year entry each year. Refer to the relevant Mid-year Course Index for a complete listing. Course availability changes from year to year.

Extra requirements

Some courses have Extra requirements that applicants must complete as part of their application to study in that course. This includes courses which are available through VTAC, as well as courses that accept direct applications. Extra requirements may include activities such as attending an interview, sitting an aptitude test, completing a Supplementary Information Form, presenting a folio, etc.

It is your responsibility to ensure that you complete all Extra requirements by the prescribed dates, **otherwise your application cannot be considered.**

Details about course specific Extra requirements are available from relevant College Offices and the Victoria University Courses website: www.vu.edu.au/courses. For courses available through VTAC, this information is also provided in the 'Extra requirements' section of course entries published in the VTAC Guide and on the VTAC website: www.vtac.edu.au.

Supplementary Information

Some courses require applicants to complete **supplementary information** (www.vu.edu.au/supplementary-forms) Supplementary forms (where applicable) **must** be uploaded along with your online application, or attached to your paper-based application; **otherwise we cannot consider your course application.** Please ensure that you follow the instructions provided on the form carefully and only complete those sections which are relevant to the course for which you are applying. It is your responsibility to ensure that you complete all supplementary forms needed, **otherwise your application cannot be considered.**

Application acknowledgement

You will receive an acknowledgement email once we have received your application. This email will be sent to the address provided on your application.

Further information

Please visit www.vu.edu.au/gotovu or phone +613 9919 6100 if you have any questions about applying for courses.

CLOSING DATES

**VTAC applications
SEM 1, 2014
(application fees apply)**

27 September 2013 (5pm) for timely applicants
8 November 2013 (5pm) for late applicants (a late fee applies).
6 December 2013 (5pm) for very late applicants (a very late fee applies)

**Direct applications
MIDYEAR & SEM 1 2014
(Check Course Index)**

Lodge completed Direct Entry Application forms no later than close of business on the date specified in the appropriate Course Index. Lodgement details are provided on the front of the application form. Late Direct Entry Application forms may be accepted after this date, but the University is under NO obligation to consider these applications.

**Internal Course Application
MIDYEAR & SEM 1 2014
(Check Course Index)**

Applicants must lodge the application form by the date provided on the relevant course index available at www.vu.edu.au/forms

PORTFOLIO PARTNERSHIP PROGRAM (PPP)

The Portfolio Partnership Program (PPP) is only available to current Year 12 students attending a designated participating secondary college. PPP applications are obtained from the PPP Coordinator at each participating school and must be lodged at Victoria University by 5:00 p.m. on Friday 8 October 2013. Information about the program is available from www.vu.edu.au/ppp or via email ppp@vu.edu.au. Applicants for Higher Education degrees must obtain a minimum ATAR of 50.00, in addition to satisfying course requirements. Some courses may also conduct an interview as part of the selection for this program. Applicants will be notified by email of their application outcome. Only one application can be submitted by an applicant. Change of Preference and late applications are not accepted under the guidelines.

APPLICANT SUPPORT

Aboriginal and Torres Strait Islander Descent (ATSI)

If you are of Aboriginal and/or Torres Strait Islander descent it is recommended that you complete a Special Consideration form in addition to lodging your course application through the regular process (refer to 'How do I apply?'). The Special Consideration form can be found at www.vu.edu.au/forms. You are also encouraged to contact the Moondani Balluk Indigenous Academic Unit by telephoning +613 9919 2370 or email moondani.balluk@vu.edu.au

Applicants with a disability, mental health issue or ongoing medical condition

Applicants with a disability or ongoing medical condition are invited to contact Disability Services to discuss the range of services available. The Disability Liaison Officers can be contacted directly on: +613 9919 4418 (Footscray Park), +613 9919 2399 (St Albans), +613 9919 8801 (Footscray Nicholson), or email disability@vu.edu.au to discuss specific needs or queries in confidence.

For further information go to www.vu.edu.au/disability

SPECIAL ENTRY AND ACCESS SCHEMES

VTAC applicants: VTAC has an umbrella program for all special entry schemes conducted by institutions participating in the VTAC system called the Special Entry Access Scheme (SEAS). Victoria University will consider SEAS applications for all of its VTAC courses, providing the applicant has lodged an application with VTAC and completed a VTAC SEAS online application providing appropriate supporting statements and/or evidence. For further information regarding SEAS, refer to the VTAC website: www.vtac.edu.au

Direct Applicants: You can seek **special consideration** due to your life circumstances. Eligible applicants should complete and submit a Victoria University Direct Admission Special Consideration form (in addition to their Direct Entry Application form) by the relevant closing date. The form is available from www.vu.edu.au/forms. Further information about the scheme is available at www.vu.edu.au/special-consideration.

SUPPORTING DOCUMENTATION SHOULD BE PROVIDED

Provide as much detail and supporting documentation as possible with your application so that we can give your application the consideration it deserves. You should provide (where applicable) e.g. **certified copies** of your qualifications, transcripts, study results or resume in support of your application. If your qualifications are from a country other than Australia, please provide an official 'Statement of Equivalence' form. If you live in Victoria, you can arrange these assessments through the Victorian Government's Overseas Qualifications Unit www.business.vic.gov.au/business-contacts-and-advisers/overseas-qualifications-unit or phone 1800 042 745.

Certified documents

A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (e.g. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager, pharmacist). This person must view both the original and the photocopy. Photocopies of certified documents cannot be submitted. You may be asked to show the original documents at a later stage (e.g. at an interview).

How to add supporting documentation to your application

Online applicants (www.vu.edu.au/admissions-centre) must scan their certified documentation and then upload it as part of their course application.

Paper-based Direct entry applicants (available at www.vu.edu.au/forms) must attach their certified documentation to their paper-based application form.

If you are applying for a special entry scheme, please ensure that you are able to supply all of the supporting documentary evidence requested.

WHAT IS CREDIT TRANSFER?

Credit Transfer recognises a course or courses that you have previously undertaken and enables you to gain credit in another course. If eligible, you may receive exemptions from parts of the new course for units you have already studied. If you believe that you may be eligible for Credit Transfer, you should apply for it when you have accepted your place and enrolled.

WHAT ARE STUDY PATHWAYS?

We are committed to recognising the valuable learning that you bring with you when you study at VU. The Learning Pathways website details the formal, recognised exemption arrangements for a unit(s) of study that we have approved between certain courses. This assists you to move into, through and out of courses in different sectors (i.e. Vocational and Further Education and Higher Education) or within the same sector. Further information is available from www.vu.edu.au/courses.

WHAT IS ADVANCED STANDING?

Advanced standing (www.vu.edu.au/advanced-standing) is also known as Recognition of Prior Learning (RPL)/Recognition of Current Competency (RCC)/ Skills Recognition. Advanced standing assesses study, work or other relevant life experiences that aren't recognised as Credit Transfer. Using this process, we assess your skills and knowledge by matching learning you have achieved against learning covered in specific units or modules in the course you're studying at VU. You are encouraged to discuss possible RPL/RCC applications with your course co-ordinator at enrolment.

COURSE FEE INFORMATION**TAFE courses**

The total amount payable is calculated at the time of enrolment based on the tuition fee, which is dependent on the units being undertaken. Fee exemptions and concessions apply in some circumstances. For additional information, refer to www.vu.edu.au/gotovu. Fee information is also available from: www.vu.edu.au/fees

Do I pay an application processing fee?

Please note, applications made directly to the University are exempt from an application fee. Application fees apply for courses available through VTAC.

Undergraduate courses

Most students undertaking study in degree courses are required to pay a student contribution. You can defer (subject to citizenship eligibility), make part or full payment of your student contribution via a student loan scheme which is government subsidised (HECS-HELP). More information on Commonwealth Assisted places is available by visiting www.studyassist.gov.au or phoning 1800 020 108. Additional fee information can be sourced from www.vu.edu.au/fees

Postgraduate courses

Postgraduate courses offer fee places or (in some cases) Commonwealth Supported places. For general fee enquiries (including information regarding the FEE-HELP scheme) contact the Department of Education, Employment and Workplace Relations on 1800 020 108 or visit their website at www.studyassist.gov.au. Fee information is also available from www.vu.edu.au/fees.

SCHOLARSHIPS

The VU Undergraduate and TAFE Scholarships program provides financial assistance to students who can demonstrate financial need. There are a range of scholarships on offer, for different amounts and with different eligibility criteria.

VU also offers Achievement Scholarships for students completing Year 12 at schools in the Western Region.

Further information about VU Scholarships can be found at www.vu.edu.au/scholarships

FOR FURTHER COURSE INFO

- Course information is located at www.vu.edu.au/courses
 - **GOTOVU** www.vu.edu.au/gotovu or phone +613 9919 6100 for enquiries.
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HOW DO I KNOW IF MY APPLICATION HAS BEEN RECEIVED?

You will receive an acknowledgement email once we have received your application. The email will be sent to the address you provided on your application.

I HAVE RECEIVED AN ACKNOWLEDGEMENT EMAIL BUT HAVE NOT BEEN ADVISED OF A DECISION

Once we receive your application and send you an acknowledgement email, we send your application to the appropriate College for consideration. Enquiries regarding selection outcomes should be directed to the appropriate College.

College contact details are available at www.vu.edu.au/contact-us.

If you have applied through VTAC you should either visit the VTAC website (www.vtac.edu.au) or phone the VTAC on 1300 364 133.
