



A100 ADVICE TO APPLICANTS

THIS ADVICE IS FOR:

- Australian citizens
- New Zealand citizens who will be a resident within Australia during your studies
- Holders of a Permanent Visa, residing within Australia during your studies
- Holders of Temporary or Bridging visas, residing within Australia during your studies
- Currently enrolled VU students transferring to another VU course.

*VU International students **must** contact VU International for transfers.*

Student Visa holders should contact VU International on +613 9919 1164 or email international@vu.edu.au for assistance. Visit www.vu.edu.au/international for more information.

COURSE AVAILABILITY AND HOW TO APPLY:

A list of available courses, the process for application and closing dates can be found at www.vu.edu.au/courses/how-to-apply.

Do I pay an application processing fee?

Applications made directly to Victoria University are exempt from an application fee. Fees are applicable for applications made through the Victorian Tertiary Admissions Centre (VTAC).

Courses with Extra Selection Requirements

Some courses have extra selection requirements that must be completed as part of their application. This includes courses which are available through VTAC, as well as courses that accept direct applications. Extra requirements may include attending an interview, sitting an aptitude test, presenting a folio etc.

It is your responsibility to ensure that you complete all extra selection requirements by the prescribed date, otherwise your application may not be considered.

Courses that require Supplementary Information

Some courses require applicants to complete supplementary information. Forms, where applicable, can be downloaded from www.vu.edu.au/supplementary-forms and must be uploaded along with your online application or attached to your paper-based application, otherwise your application may not be considered.

Details about course specific extra selection requirements and requirements to submit supplementary information are available from the VU website (www.vu.edu.au/courses). For courses available through VTAC, this information is also provided in the 'Selection Requirements' section of the course entries published in the VTAC Guide and on the VTAC website (www.vtac.edu.au).

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.

SPECIAL APPLICATION CATEGORIES

PORTFOLIO PARTNERSHIP PROGRAM (PPP) The Portfolio Partnership Program (PPP) is only available to current Year 12 students attending a designated participating secondary college. PPP application are lodged via VTAC under SEAS category 1 (see section below) during the VTAC application period commencing August each year. Information about this program is available from www.vu.edu.au/PPP.

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, 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, and an Aboriginal and/or Torres Strait Islander Profile Information form in addition to lodging your course application through the regular process (refer to 'How to apply'). These forms 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 on: +613 9919 5400 or email disability@vu.edu.au to discuss specific needs or queries in confidence.

For further information or to register 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 course application) 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.

CLAIMING CREDIT FOR PRIOR STUDY OR RECOGNITION OF PRIOR LEARNING

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 IS ADVANCED STANDING/RECOGNITION OF PRIOR LEARNING? Advanced standing (www.vu.edu.au/advanced-standing)/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.

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.

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/fees.

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.

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) **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 don't have a 'Statement of Equivalence' you may submit your documentation for assessment by VU however it may take longer to confirm an admission decision.

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. You may be asked to show the original documents at a later stage (e.g. at an interview). You may also present your original and copy to a VU staff member at a Student Service Centre on campus for certification.

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.

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.

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

The time it takes to assess an application will vary due to course selection requirements and VTAC obligations. VU will attempt to communicate an outcome to applicants as quickly as possible.

If you have applied through VTAC, any offers issued to you by VTAC will be confirmed via your VTAC online account on the dates published on the VTAC website (www.vtac.edu.au).

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.

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

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