

YEAR 12 STUDENTS APPLYING FOR COURSES FOR 2009

The **Victorian Tertiary Admissions Centre (VTAC)** administers the selection process for courses at universities, TAFE Institutes and independent colleges.

All Institutions (universities, TAFEs and private colleges) offering courses appear in alphabetical order in the main section of the **VTAC Guide**, p. 108–462. Information about TAFE Institute diplomas and certificates appear towards the back, p. 463-547.

SOME STEPS IN CHOOSING COURSES

- **Visit the VTAC website** at www.vtac.edu.au, and use **CourseSearch and CourseLink** <http://www.vtac.edu.au/courses.html> to search for courses in your geographic location and interest area.
- **Have a good look at the VTAC Guide** (p. 579 – 668 are an excellent starting point for locating courses that interest you).
- **Attend Open Days**
- **Discuss course options** with friends, family, teachers and career counsellor
- Use Career Voyage <http://www.stbedes.melb.catholic.edu.au/home/careers/sites.htm> for career ideas - located under Career Sites of the Careers Homepage (Intranet)
- Leave your options open by **applying for both university and TAFE**

APPLICATION CHECKS

- I have met **course prerequisites**
- I am aware of the **selection mode and extra requirements** (eg folio presentation, interview, special application form)
- I have **used the correct course codes**
- I have applied for **courses in order of preference** (most preferred to least preferred) by 5 p.m., Tuesday 30th September, 2008. **NOTE:** Applications for some VCA courses (University of Melbourne) **close on 31 August**. Eg dance and film and television. Check carefully.
- There are now no **full-fee paying courses at university (some at TAFE and Independent Tertiary Colleges)**

APPLICATION NUMBER, PIN, AND UMAT NUMBER (IF APPLICABLE)

When applying you will need your VTAC application number (your Year 12 student number). You will also need to state your UMAT number if you sat for this test. You will have to choose a 4-digit PIN before your application is finished. Make sure you do NOT forget it.

APPLY ON-LINE

Year 12 student applications must be submitted by using the VTAC On-line Application. This interactive web-based application guides you through your application and can be accessed 24-hours-a-day by visiting www.vtac.edu.au. Make sure you list any previous studies (eg any Units 3 & 4 completed in 2007).

COSTS OF APPLYING

- There is a **\$22.00 processing fee** for students who apply by **30th September (5pm) and pay on-line**. The charge is **\$25.00** if you want an invoice mailed to you. Your application is not processed until payment is made.
- Applying late – **30 Sept (6pm) till 14 Nov (5pm)** – cost: \$79.00/\$82.00
- Applying very late – **14 Nov (6pm) till 12 Dec (5pm)** – cost \$102.00/\$105.00.
- You should print off an Acknowledgement of Application after applying.
- Three days after paying the fee you will be able to access your application details again by logging onto the MyInfo section on the VTAC website.

Many post-application matters are accessed through MyInfo (eg applying for courses, scholarships, change of address or PIN, results, change of preference, offers); see p 5.

- Also see Special Entry (SEAS), page 13.
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COURSES

You can apply for **up to twelve courses using a combination of Type 1 (Commonwealth Supported Places (CSP), formerly HECS) and Type 2 (full fee places)**. Costs depend on the type of course and the Bands for 2008 are outlined on page 15. See www.goingtouni.gov.au for 2009 bands (National Priorities now include mathematics and science).

You must place the courses **in the order you would most like to do them**; you will be accepted into the first course for which you meet the requirements.

You can apply in **other states** as well as applying in Victoria; this is very important for high demand courses. Apply through the appropriate Admissions Centre (eg SATAC). Some interstate Guides are available in the Careers Centre and newsagencies stock them.

COURSE FEES

All Commonwealth Supported Places (CSP) have a **course code that ends in '1'**. The government subsidizes these courses, and the student is required to pay part of the cost, either 'up-front' at the beginning of each semester (with a 20% discount), or pay it off once you are earning a salary in excess of \$39,825 in 2008.

If you apply for a course **ending with a '2'**, it means you are **willing to pay the full cost of the course** (eg see p 142, Box Hill TAFE, Music Performance degree). This can be quite expensive. You may be able to receive FEE-HELP from the government. Courses **ending with a '3'** are for **overseas students** studying Year 12 in Victoria only. For information about Fee-Help see: www.goingtouni.gov.au.

Once applications have been lodged with VTAC, course authorities at institutions receive all relevant details of applicants. **Selection is the responsibility of the individual course authorities located with institutions.** They advise VTAC of the names of those to whom they wish to make offers. VTAC forwards offer letters to successful applicants and regret to advise letters to unsuccessful applicants.

CHANGE OF PREFERENCE PERIODS

There are **two** periods when preferences can be changed. The first is 9-17 October, and is available because some courses cannot be added in the December change of preference period. The December period is a time for **review of courses** after receiving results on 16th December. It closes at 12 noon on 22nd December 2008 (VCE results and ENTERs are available electronically on 15th Dec). It is a good idea to review your application if your

ENTER is different from what you expected, or if you have had a change of plans. You may wish to **consult me during this time or speak to course reps from the universities/TAFEs.**

RECEIVING AN OFFER

The **first round of offers will available on MyInfo from 20th January 2008** (in the mail and papers). There will be some **second round offers on 5th February** and a small **third round on 17th February.**

There is also the possibility of an **irregular offer.** This is your last chance to reconsider courses. You can **print a personalised form when you log into MyInfo.** An irregular offer form is used to see if there is a place in a course you have **not previously applied for**, or **if there are places in a course lower in your VTAC preferences** than the one for which you have received an offer (see p 31).

ACCEPTING AN OFFER

To accept an offer you must enrol in the course. You can accept an offer in a later round even if you have already accepted an earlier offer; however, you should withdraw from the original course.

REMINDERS

- Don't apply for courses **you really don't wish to do** simply to fill the twelve choices
- Look at **all options** – often the required ENTER at a rural campus is lower than a city one for a similar course; if you are looking at this option, apply for accommodation early and visit on Open Day
- Check **clearly-in data from last year** for courses you are applying for and be realistic
- Consider applying **interstate**
- Visit the **careers centre** to collect information and check careers newsletter website regularly. http://www.stbedes.melb.catholic.edu.au/home/career_news/news.htm
- Apply for **both university and TAFE** – remember you can 'articulate' from many TAFE courses to university (two years at TAFE often equals one year at university)
- If you are unsure what to apply for **consider a generalist degree** (eg Arts, Science). You can specialise later.
- **Don't think too long-term.** You are likely to have around six careers in your lifetime, so thinking about what you are 'going to do with the rest of your life' is unrealistic. Thinking about what you will do for the next five or so years is more realistic.
- Some new courses receive **accreditation too late** for them to be included in the Guide. You will be informed of these through the career newsletter. Applications are made direct to the institution involved – ENTERs are often lower than otherwise.
- If you have **questions about a course** you can: attend Open Day and ask; email the institution; phone the institution. Email and phone no's are provided at the beginning of each institution's entry in the VTAC Guide.
- Read the **information about scholarships, deferment, special entry schemes**, etc on the pages at the beginning of each institution's entry in the Guide.
- Apply for all scholarships. See the Entry at the start of each institute detailing information about scholarships and how to apply. Also access the portal on the VTAC website for scholarships.
- Remember to make a SEAS application for Category 7 – Underrepresented schools for the Uni of Melbourne (even if you are unsure whether you will apply there or not).

DEFERRING YOUR OFFER

If you are **considering having a year off from study in 2009**, you are advised to **apply for a course in 2008 and defer acceptance of any offer you receive**. This means that the university holds a place for you for 12 months. **Most** university courses can be deferred (check this for individual courses); TAFE generally does not allow deferral. You would have to apply again the following year.

SPECIAL NOTE: The University of Melbourne is undergoing changes to its undergraduate programs and as a result it will not be possible to defer some courses in 2009 (see p 414 – Deferment). To find out the policy for other universities read the entry at the beginning of each university's section in the Guide (eg RMIT, p 321).

INDEPENDENT TERTIARY COLLEGES

These are found throughout the Guide. They offer both diploma and degree courses. Be aware that **fees for these courses** can be quite high.

NEW ZEALAND CITIZENS

New Zealand citizens **cannot apply to TAFE courses through VTAC**. TAFE regards you as an international student and therefore you must apply **directly to the TAFE Institutes**. New Zealand citizens **can still apply for university courses through the VTAC** (for CSP places).

FINALLY.....

Make an **appointment to see me** to discuss your options. You can do this by calling in at the Careers Centre or by emailing me with times that suit you and I will get back to you. At Change of Preference time you can also visit me in the Careers Centre.

All the best for 2009; you are welcome to come back to school and see me next year (or in later years if you wish) if you have any issues you want to discuss.