

2012 ADVICE TO APPLICANTS A100

If you are applying for a course at Victoria University, **you must read this Advice to Applicants before you complete your application**. It includes details about how to apply for your course, extra requirements and other important information.

This Advice to Applicants is for:

- Australian citizens
- New Zealand citizens who will be a resident within Australia during their studies
- Holders of a Permanent visa who will be resident within Australia during their studies

Course indexes and further information are available from www.vu.edu.au/apply

Application forms can be lodged in person at a Student Service Centre or by fax or mail to the address below. Please ensure that separate applications are made for each course and that they are submitted in an A4 sized envelope and not in a plastic folder.

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 is 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/gotovu

CONTACT

Enquiries [GOTOVU www.vu.edu.au/gotovu](http://www.vu.edu.au/gotovu)
Phone +613 9919 6100
Fax +613 9919 2088
Web www.vu.edu.au/future-students

STUDENT SERVICE CENTRES

City Flinders
City King
Footscray Nicholson
Footscray Park
Melton

MAIL TO

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

PRIVACY INFORMATION

The personal information we collect on this form is for the purpose of enabling you to apply for your chosen course of study and for Victoria University to deliver that course and related services to you.

You can access your personal information by contacting us at www.vu.edu.au/gotovu or +613 9919 4000.

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF).

HOW DO I APPLY? Commencement in February/March (Semester One)

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. Please refer to the VTAC Guide for details on these courses. To make an application through VTAC, apply online at www.vtac.edu.au. The TAFE Course Index provides details on the method of application required for TAFE courses.

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. An application fee applies.

Undergraduate courses Most applications to degree courses are made online through VTAC at www.vtac.edu.au. Refer to the VTAC Guide (available from newsagencies or visit www.vtac.edu.au) for a list of available courses. Applications for courses not available through VTAC are made on a Victoria University Higher Education Direct Entry Application form. Please refer to the Undergraduate Course Index for further details and application method.

Postgraduate courses Applications to postgraduate coursework programs (except for applicants to Graduate Entry Teaching courses who must apply through VTAC at www.vtac.edu.au), are made directly to VU by completing a Victoria University Higher Education Direct Entry Application form. A full list of available courses is available in the Postgraduate Course Index.

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

International applicants If you are not a permanent Australian resident, New Zealand or Australian Citizen, please contact Victoria University International on +613 9919 1164 or email international@vu.edu.au.

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.

Currently enrolled VU students

If you are currently enrolled at VU and you wish to apply for a different course (or courses) at VU, you may apply directly using a Victoria University Internal Course Application form. If you were a former student of VU (ie. you are **not enrolled** at the time of application), you must apply for your course via the normal method (see 'Commencement in February/March' or 'Commencement in June/July').

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 will not be considered.**

Details about course specific Extra requirements are available from relevant Faculty 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

If you are required to submit a Supplementary Information form, you must 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.

Application acknowledgement

When we receive your application, we will acknowledge this in writing. We reserve the right to conduct only those courses for which we receive an appropriate number of suitably qualified applicants.

Further information

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

HOW DO I OBTAIN AN APPLICATION FORM?	<p>Direct Entry Application forms can be downloaded from www.vu.edu.au/apply</p> <p>VTAC applications must be completed online at www.vtac.edu.au.</p> <p>Please refer to the relevant Course Index (available from www.vu.edu.au/apply) for the appropriate application method.</p>	
CLOSING DATES	VTAC applications (application fees apply)	<p>30 September 2011 (5pm) for timely applicants</p> <p>11 November 2011 (5pm) for late applicants (a late fee applies).</p> <p>9 December 2011 (5pm) for very late applicants (a very late fee applies)</p>
	Direct applications	<p>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.</p>
	Internal Course Application	<p>Applicants must lodge the application form by the date provided on the relevant course index available at www.vu.edu.au/apply</p>
PORTFOLIO PARTNERSHIP PROGRAM (PPP)	<p>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 4:00 p.m. on Friday 14 October 2011. 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. All applicants will be notified of the outcome of their application by an advisory letter in early December. Only one application can be submitted by an applicant. Change of Preference and late applications are not accepted under the guidelines.</p>	
APPLICANT SUPPORT	Aboriginal and Torres Strait Islander Descent (ATSI)	<p>If you are of Aboriginal and/or Torres Strait Islander descent it is recommended that you complete an ATSI Profile Information form in addition to lodging your course application through the regular process (refer to 'How do I apply?'). You are also encouraged to contact the Moondani Balluk Indigenous Academic Unit by telephoning +613 9919 2370 or email moondani.balluk@vu.edu.au</p>
	Applicants with a disability, mental health issue or ongoing medical condition	<p>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</p>
SPECIAL ENTRY AND ACCESS SCHEMES	<p>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</p> <p>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/apply. Further information about the scheme (including eligibility criteria) is available on the application form.</p>	
SHOULD I SUPPLY SUPPORTING DOCUMENTATION?	<ol style="list-style-type: none"> 1. Certified copies of documents requested on the application form (e.g. Academic Transcripts, Statement of Results, etc) must be supplied. DO NOT SEND ORIGINAL 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 (eg Justice of the Peace, police officer, doctor, accountant, school principal, bank manager, pharmacist). This person must sign both the original and the photocopy. Please note that a photocopy of a certified document cannot be submitted. You may be asked to show the original documents at a later stage in the selection process (e.g. at an interview). 2. 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 RECOGNITION OF PRIOR LEARNING (RPL)/RECOGNITION OF CURRENT COMPETENCY (RCC)?	Recognition of Prior Learning (RPL)/Recognition of Current Competency (RCC) (also known as Skills Recognition) 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 relevant 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 dependant 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?	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
Please note, applications made directly to the University are exempt from an application fee. Application fees apply for courses available through VTAC.	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	
WHO CAN I CONTACT FOR FURTHER COURSE INFORMATION?	<ul style="list-style-type: none"> • The relevant Faculty • www.vu.edu.au/gotovu or phone +613 9919 6100 for enquiries • Course information is located at www.vu.edu.au/futurestudents 	
WHERE DO I SUBMIT MY APPLICATION FORM?	Paper application forms may be lodged in person at any VU Student Service Centre. Faxed applications may also be submitted, provided the original is forwarded to the Admissions Office by mail. Postal information for the Admissions Office is located on the front page of this form.	
HOW DO I KNOW IF MY APPLICATION HAS BEEN RECEIVED?	Once we have received your application, it will be acknowledged in writing by letter. The letter will be mailed to the address you indicate on your application.	
I HAVE RECEIVED AN ACKNOWLEDGEMENT LETTER BUT HAVE NOT BEEN ADVISED OF A DECISION	Once we receive your application and send you an acknowledgement letter, we send your application to the appropriate Faculty for consideration. Enquiries regarding selection outcomes should be directed to the appropriate Faculty, and not to the Admissions Office. Faculty 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 infoline on 1300 364 133.	