

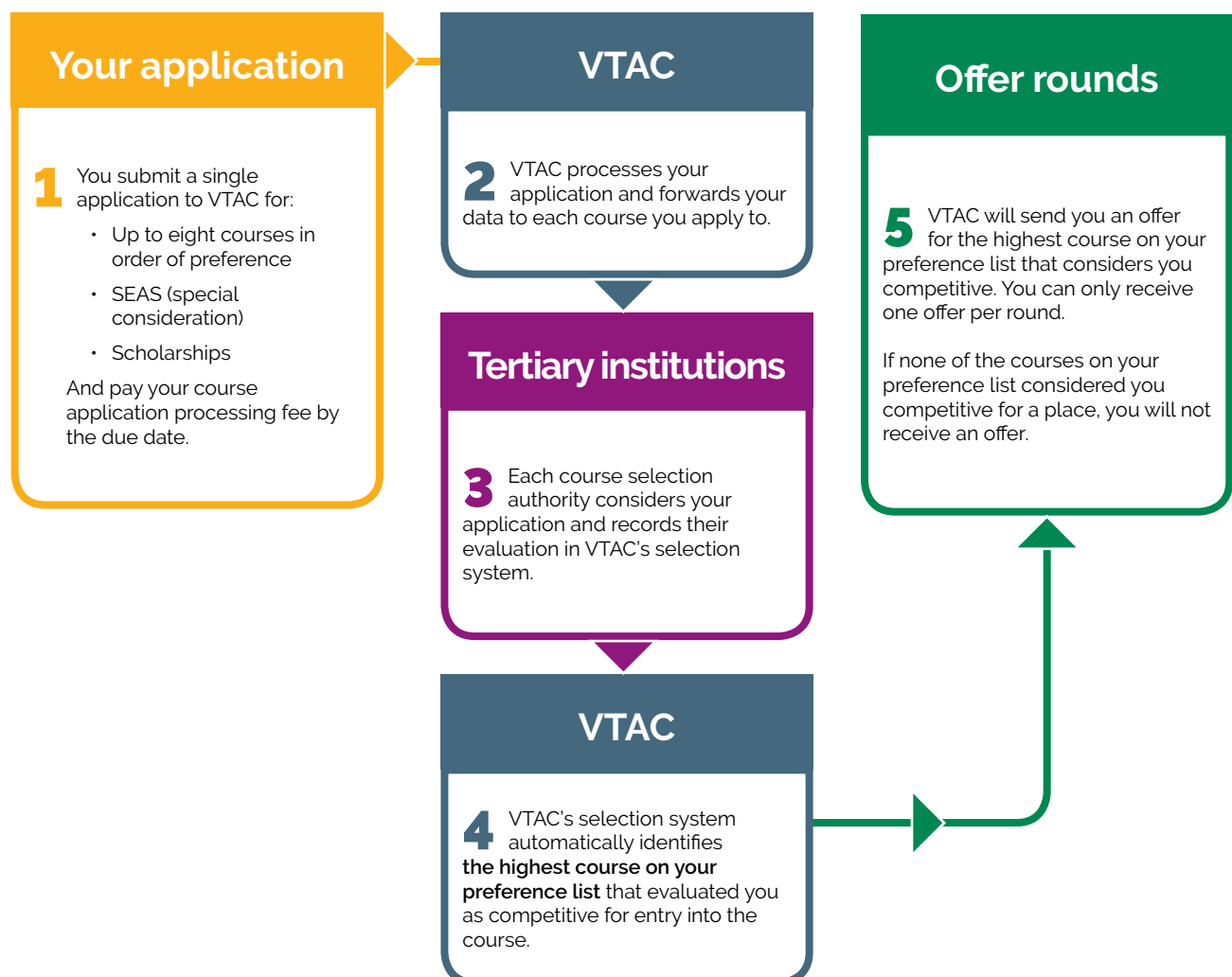
of Offers 2019/20

How the offer system works

VTAC does not choose who receives a course offer. Instead, VTAC is responsible for the administration of applications and offers. Once you have submitted your VTAC course application, and paid your course application processing fee, VTAC processes your application and supplies it to the course selection authorities for each course you have listed.

After each course selection authority has considered your application, they lodge their evaluation within VTAC's selection system. This system automatically identifies the highest course on your preference list that considers you competitive for an offer. VTAC then advises you of this offer via your VTAC account.

In subsequent offer rounds, you will be considered for course preferences higher than the offer you have received. VTAC will again advise you of the highest preference that considers you competitive (if any). Note that submitting an application does not guarantee you an offer.



Application fees must be paid

If you do not pay your course application processing fee by the due date, your application will not be sent to the course selection authorities and you will not be considered for any courses.

Offers are provisional

All offers are provisional based on you:

- meeting eligibility requirements
- having provided full and correct information on your VTAC application, and
- following the enrolment instructions by the date and time specified in your offer message.

If you do not meet the above requirements, your offer may lapse or be withdrawn.

Verbal offers have no status

If you receive a verbal offer, you should ask for the name of the person making the offer and call VTAC on (03) 9926 1020.

When offers are released

Offers are released to applicants at different times depending on the institution and the type of applicant. These release times are referred to as offer rounds. A complete list of offer release dates is available from vtac.edu.au/dates.

The majority of offers are made in December (VCE and QCE students only) and January, however some courses may make offers to applicants who are not currently studying a year 12 program in November. There are also additional offer rounds in February.

December offers

Institutions have the option to make offers to year 12 students currently studying the VCE or QCE in December for the first time. Most, but not all, courses will make offers to these applicants. Further offers will be made in January, including to students from other states and those studying the International Baccalaureate (IB).

Supplementary offers

If there are still places available in courses after February round 1, some institutions will make supplementary offers to domestic applicants. Supplementary offers are for courses with remaining places that are looking for suitable applicants. They are offered to applicants who have:

- not received an offer in any of the previous offer rounds
- not applied to the course offered
- met the prerequisites for the course offered, and
- given VTAC permission to release their VTAC application to all courses with vacancies.

Applicants to international fee-paying places (VTAC course codes ending in 3) are not eligible to receive supplementary offers.

To be eligible to receive supplementary offers, you must give VTAC permission to release your application to courses with vacancies by 16 January 2020 (10.00 am) for graduate-entry teaching applicants, or by 4 February, 2020 (10.00 am) for all other applicants. You can do this in your VTAC account under 'Course offers > Supplementary offer participation'.

You are encouraged to nominate which institutions you would like to receive communication from.

Supplementary offers will be processed weekly during February and offer advice is communicated via your VTAC account. If you receive more than one supplementary offer, you will need to choose which offer to accept—you should not accept more than one offer.

If you receive an offer

Congratulations! Whether it was your highest preference, your lowest or somewhere in the middle, VTAC recommends you accept your offer. You are still eligible to be considered for higher preferences in future rounds, but you are not guaranteed another offer.

No offer in the first round?

If you don't receive an offer in December or January, you may still receive an offer in the next round. However, we advise you to reconsider some of your preferences and seek advice from institutions on pathway courses.

Note: Approximately 80 per cent of places will have been filled in the December and January rounds and not all courses participate after this time. Course selection criteria still apply.

Accept your offer by enrolling

The institution will send you enrolment instructions. Make sure you follow them by the deadline.



Consider the next round of offers

If you didn't get your first preference, you may still receive an offer for a higher course preference in the next round. Keep in mind approximately 80 per cent of places are filled in the December and January offer rounds.



Do you want to change your preferences?

You can change your preferences before the next round of offers. If you have accepted an offer you will not lose it if you have followed the enrolment instructions. Make sure any courses you are interested in are listed as a higher preference than any offer you have already received.

Even if you received an offer for your highest preference you can change your preferences before the next round of offers.

Note: not all courses participate in future rounds and course selection criteria still apply.



The next round of offers are released

If you get an offer in this round that is preferable to your first offer, accept it by enrolling and remember to withdraw your enrolment from the first course.

If you don't get offers in any future rounds you still have your place from the previous offer round as long as you followed the enrolment instructions.

Get advice from institutions

Talk to a range of institutions about pathway courses that you might be competitive for and that could lead to the course you ultimately want to study



Change your preferences

Reconsider your preference list. You should consider including some pathway courses. Also look for courses that interest you and have a published lowest selection rank that is lower than your ATAR.

However, don't remove a course you really want just because your ATAR is below the lowest selection rank—you may receive adjustments and the next round's lowest selection rank may be lower than the previous round's.



The next round of offers are released

If you get an offer, well done! Make sure you follow the enrolment instructions.

If you don't get an offer, there are further rounds after these, but fewer courses participate. At this point you should seek advice on alternative pathways.



Supplementary offers

If you are a domestic student, ensure you are registered for supplementary offers.

Supplementary offers are for courses with remaining places that are looking for suitable applicants. Read more on page 2.

Note: all offer rounds are listed under [dates and fees](#) on the VTAC website.

How offers are released

After course authorities at institutions have considered applications and advised VTAC of the offers they wish to make, VTAC notifies applicants of their offers through several channels.

Email

Applicants who have been made a course offer will receive an email on the day of release. Enrolment instructions from institutions will also be emailed to the address provided in your VTAC account.

If you do not receive an email, one of the following things may have happened:

- the email has been sent to your spam or trash folder
- you registered an incorrect email address
- you registered your school email address and it has been deactivated, or
- you did not receive an offer in this offer round. Check your VTAC account for a notification to confirm this.

Online

You can also view offer notifications in the 'Course offers' section of your VTAC account. Notifications stating whether you have or have

not been offered a place are available after 2.00 pm on the date of each offer round release.

The VTAC App

If you have the VTAC App, you can access offer information from the app. You will need to log in to your VTAC account via the app to view any offers received. If you don't already have the app, you can download it for free from Google Play or the Apple App Store.

Newspaper

If you have given VTAC permission to release your name, some newspapers may publish January round offers online from 2.00pm on the day of release. Offers will only be published in the newspapers if you have given permission in the 'Course application' section of your VTAC account. You can change your permission for publishing up until 12 noon on 10 January 2020.

Understanding your offer

Course codes and fee types

The last digit of the course code shows you the type of course fees you will be required to pay for the place you have been offered.

For example:

0987654321 — fee type

Course codes ending in 1 are for Commonwealth supported places (CSPs). This means you are required to pay only part of the cost of your place in the course because it is subsidised by the Australian Government.

Course codes ending in 2 are for a domestic fee places (DFP). There is no contribution from the government. You are liable for the full cost.

Course codes ending in 3 are for international fee places (IFP). There is no contribution from the government. You are liable for the full cost.

Course codes ending in 4 are for places in vocational education and training (VET) courses. The VET provider will determine whether you are eligible for a government-funded place or a full-fee place and the fees you are required to pay.

VET courses and fees

For the latest information, and to find out if you are eligible for government funding for VET places in 2019, see the Further Education and Training website: education.vic.gov.au/training.

Important note: If you have received an offer for a VET course that has diploma or advanced diploma qualifications, in some cases you may be required to enrol in the certificate level qualification before proceeding to the diploma level. This may affect your eligibility for government funding. Please also note that because the Australian Government VET Student Loans scheme is only available for diploma level and above, you may be required to pay fees up front to complete certificate level qualifications. To find out which VET courses require enrolment at certificate level please contact the VET provider.

Fee amounts and payments

To find out the amount you are required to pay and the payment options, refer to the tertiary institution that has made you an offer. For information about government help to pay your fees, see the Study Assist website: studyassist.gov.au.

Responding to an offer

If you receive an offer, VTAC advises that you accept it by enrolling. This is because there is no guarantee you will get a better offer in a future round. If you do, you can accept this later offer and cancel your enrolment for the first offer.

For a video version of the advice below, see our [How to access your course offer, and what to do next](#) YouTube video.

Accepting an offer

To accept your offer you need to enrol in the course. Accepting an offer does not reduce your chances of getting subsequent offers in future rounds.

Enrolment

Instructions on how to enrol will be sent to your email address by the institution. You must follow the instructions to accept your offer.

It's important that you enrol on time, because in most cases the institution won't hold the place for you beyond the set date and time.

- In some cases you may be required to attend enrolment in person on a specific date and time.
- In most cases you will need to supply photo ID to enrol.
- If you have been offered a Commonwealth supported place, you must provide your tax file number (TFN) to enrol. For information about getting a TFN, see the Australian Taxation Office website: ato.gov.au or call 13 28 61.

Generally, enrolment deadlines are in the week(s) following the offer release date. The enrolment process may be online or require you to attend the institution in person.

Change of preference

Change of preference periods give you the opportunity to reassess the courses you have applied for. While change of preference is open you can add, remove, and reorder your preferences as many times as you like.

The first opportunity to change your course preferences is throughout the main application period (August–December). Change of preference also reopens after each offer round.

Reasons you might change preferences include:

- you've change your mind about which course you most want to study
- a new course has become available and you would like to add it to your preference list, or
- a course you had applied for has been cancelled and you want to replace it in your preference list.

For enrolment policies at various institutions, see the VTAC website: vtac.edu.au/courses-inst/institutions/enrolment.

Deferring

If you don't want to start your course straight away, you might be able to defer your place until the next semester or the next year. Not all institutions allow deferment. To find out if it is possible, and what you need to do to defer, you should check with the institution. In most cases, to formally defer your place you will need to submit your request in writing and you may need to complete an official form. In some cases, you may even need to attend enrolment.

For deferment policies at various institutions, see the VTAC website: vtac.edu.au/courses-inst/institutions/deferment.

Declining an offer

You should only decline an offer if you are certain that you do not want to take the course—even if it is your only offer. Don't reject an offer just because you are hoping for a better one in the next round as there are no guarantees that you'll receive another offer.

To decline an offer you don't need to do anything.

If you do not enrol in the course by the date and time specified in your letter, your offer will automatically lapse. The place that was offered to you will become available to someone else in a future round.

After January round you might change preferences for the reasons above, or because:

- you didn't receive an offer and would like to include courses you think you may be competitive for in an additional round, or
- you received an offer (and accepted it), however you would now prefer another course. This might be a lower preference on your list or a new course.

Please note that you are not guaranteed any offers in subsequent rounds.

Before adding a preference always check the essential requirements and admission criteria to ensure you have met all course requirements.

There is no cost involved in changing your preferences. If you pay your course application processing fee you can change your preferences as often as you like within the specified periods.

Check out the change of preference video on our [YouTube channel](#).

Dates are available on the VTAC website at vtac.edu.au/dates.

Pathways

Because entry into tertiary courses is competitive, there is always the chance you will miss out on a place in the course you want. Fortunately, you get more than one shot at applying to tertiary courses and there are often many ways to achieve your goals.

The idea of a pathway is that you use your success in one course to move into another course.

Some courses used as pathways will give you credit towards your next course. For example, a certificate course that articulates into a diploma course, or a diploma that gives credit towards a Bachelor's degree.

Other courses you might use as a pathway don't provide you with credit for units you have studied, but assist you to develop your knowledge, attributes and skills before you apply for your ideal course. For example, a tertiary preparation or bridging course.

Another option is to consider an undergraduate to postgraduate pathway through which you complete a suitable bachelor's degree and specialise with a postgraduate qualification.

Contact institutions and careers professionals to seek advice on the best pathway options available to you

Frequently asked questions

What are my chances of getting a better offer in a later round?

There is no certain answer to this question except to say that in most years around 80 per cent of offers are made in the December and January rounds.

Remember, if you receive an offer in December or January, and accept it by enrolling, you won't lose it and will be considered for courses higher on your preference list that have places in future rounds.

What if I can't enrol when I'm supposed to?

If you won't be able to attend enrolment, you should contact the institution immediately and check whether they will allow you to nominate someone to enrol on your behalf. If this is possible, you should provide your nominee with the enrolment instructions and the list of subjects you want to enrol in.

What if I miss the enrolment date?

If you don't enrol by the date and time specified in your enrolment instructions, your offer will lapse. If this happens, and you want to accept the offer, you should contact the institution and ask them if a place is still available and whether you can enrol late.

What if I get a better offer in a later round?

If you have enrolled in a course and later receive an offer that you prefer, you can accept the new offer by enrolling in the course. Once you've enrolled in the new course, you will need to withdraw your enrolment for any previous offer.

Contact the institution for instructions on how to withdraw. In most cases you will need to submit your request in writing and you may need to complete an official form. Don't leave it too late to

withdraw—check for important dates regarding getting a refund of the fees you have paid. Be aware that some institutions charge an administrative fee for this process.

If I get an offer can I still change my preferences?

Even if you receive an offer for a course you can still change your preferences before the next round. We recommend you accept your first offer by enrolling, as you are not guaranteed an offer in any subsequent rounds.

To change your preferences for the next round, you need to:

- make sure you meet the prerequisites and have completed any other essential requirements or admission criteria outlined in the course entry, and
- add new courses and move the courses you would still like to be considered for to above any offer you have received (and place them in order of preference). Do this by using the up and down buttons on your preference list. Only use the delete button for courses you want to permanently remove, as you may not be able to re-add them.

How do I know which courses will select applicants in the November, December, or February rounds?

Institutions are only obliged to participate in January round. Any offers made outside of January round are at institutions' discretion and depend on the number of places filled in each course.

There's no way of knowing which courses are definitely still selecting applicants after each round, however courses that know they will no longer be making selection decisions may indicate this with an indicator against your preferences in your VTAC account. This will assist you in making smart change of preference decisions after each round of offers are released.

Published July 2019



© Victorian Tertiary Admissions Centre, 2019
ABC of Offers 2019/20 – ISSN 1832-6544

VTAC is the owner of the copyright in this publication. Apart from any fair dealing for the purpose of private study, research, criticism or review, as permitted under the Copyright Act, no part may be reproduced or extracted by any process without written permission from VTAC. Enquiries should be addressed to the Director, Communications and Publishing Services, VTAC.

VICTORIAN TERTIARY ADMISSIONS CENTRE

40 Park Street, South Melbourne, VIC 3205

Telephone: +61 3 9926 1020

www.vtac.edu.au

Facebook: facebook.com/vtacguide

Twitter: twitter.com/vtacguide

YouTube: youtube.com/user/vtacmedia