

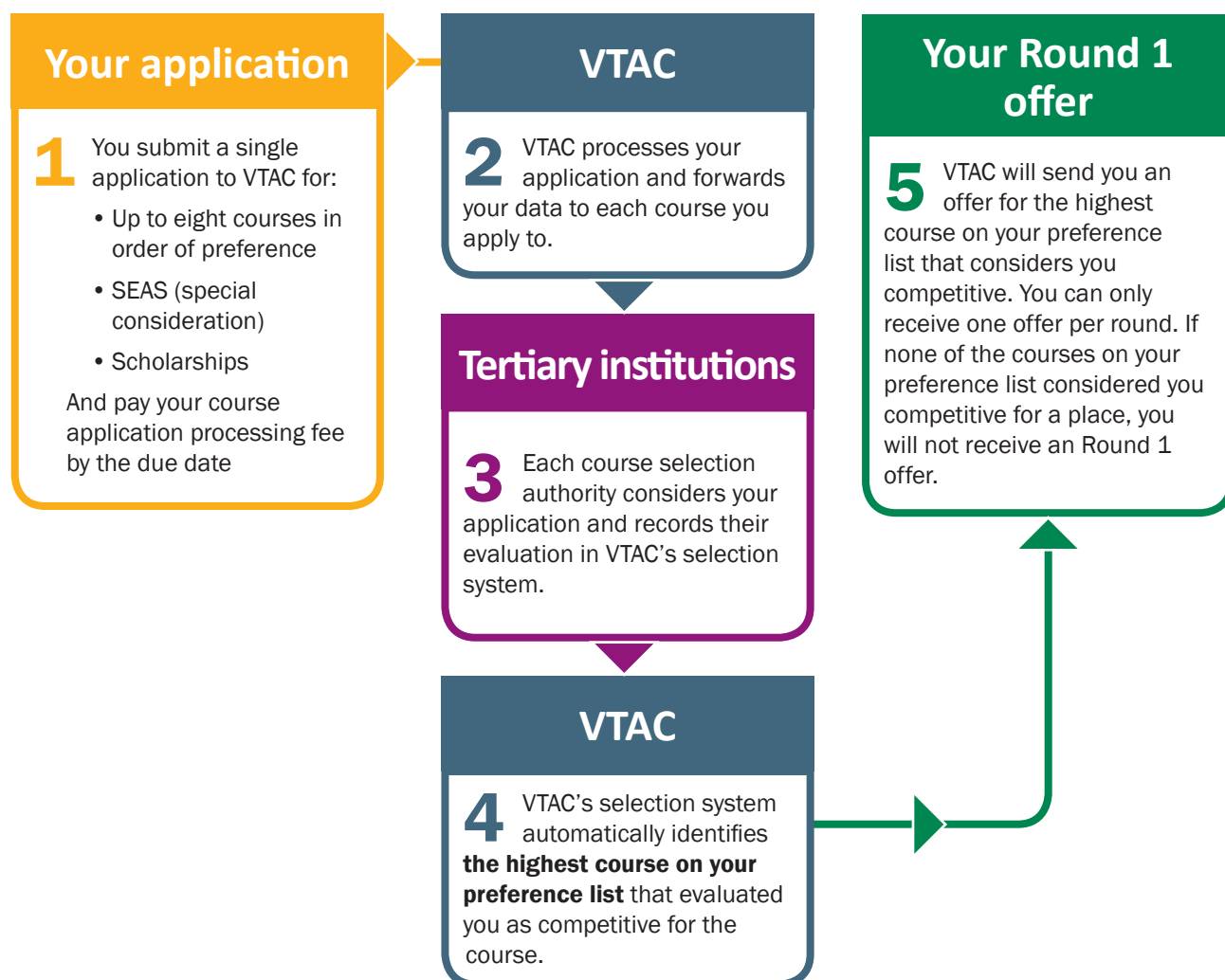
# of Offers

## 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 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 course offer.

## 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If you do meet the above requirements, your offer may lapse or be withdrawn.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.

The majority of offers are released during offer Rounds 1, however courses with places still available may continue to make offers in further rounds.

While some institutions also participate in an early offer round, these offers are mainly for adults returning to study (17 November 2017) and current international Year 12 students from Vic., NSW, the ACT and Qld (20 December 2017).

### Check your email address

If you are using a school-based email address it's possible that you will no longer have access to it when offers are released. Make sure the email address you have provided to VTAC is one you will be able to access in January and February. You can update your email address in your VTAC account under 'Personal details > Address/contact details'.

## Round 1 offers are in January

9 January 2018	Current Year 12 international students
10 January 2018	Graduate-entry teaching (GET) applicants
16 January 2018	Domestic undergraduate applicants (including current Year 12 domestic students) and graduate applicants other than GET

A complete list of offer release dates is available from [www.vtac.edu.au/dates](http://www.vtac.edu.au/dates).

## 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, a free update in December will allow you to access offer information from the app. You will need to log in to your 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 will publish Round 1 offers online from 2.00 pm 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 5 January 2018 (graduate-entry teaching applicants) and 12 noon on 11 January 2018 (all other applicants).

## Understanding your offer

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### 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:

098765432**1**-fee type

**Course codes ending in 1** are for Commonwealth supported places (CSPs) which means that 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 2018, see the Further Education and Training website: [www.education.vic.gov.au/training](http://www.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 which 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: [www.studyassist.gov.au](http://www.studyassist.gov.au).

# Acceptance and enrolment

VTAC advises you to accept whatever offer you receive in Round 1. Even if you have higher preferences you are hoping for, there is no guarantee that you'll receive an offer in the next round.

If you receive an offer for a preference lower than number one, then you will automatically be eligible for an offer in a future round.

If you have received your first preference as an offer, but have changed your mind, don't forget you can still change your preferences.

Institutions can only make offers in future rounds if there are places available. Your chances of receiving an offer in the next round will vary for each course. Some courses may fill their quotas in Round 1. In most years, approximately 80% of all offers are made in Round 1.

## If you receive a Round 1 offer

**Congratulations! Whether it was your highest preference, your lowest or somewhere in the middle, VTAC recommends you accept your offer.**

### Accept your offer by enrolling

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



### Consider Round 2 offers

If you didn't get your first preference, you are still eligible to receive offers for higher course preferences in the next round. Keep in mind approximately 80% of places will have been filled in Round 1.



### 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. However, make sure any courses that you are still interested in are listed as a higher preference than any offers 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.*



### Round 2 offers are released

If you get a Round 2 offer that's preferable to your Round 1 offer, accept it by enrolling and remember to withdraw your enrolment from the first course.

If you don't get a Round 2 offer, you still have your Round 1 place as long as you followed the enrolment instructions.

## How to accept your 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.

- 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: [www.ato.gov.au](http://www.ato.gov.au) or call 13 28 61.

Generally, enrolment is held in the last week of January (for Round 1 offers) or the second week of February (for Round 2 offers). You should make yourself available for enrolment during this period in case you get an offer.

To find your specific enrolment date and time, follow the instructions email to you by the institution. 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.

For enrolment policies at various institutions, see the VTAC website: [www.vtac.edu.au/courses-inst/institutions/enrolment](http://www.vtac.edu.au/courses-inst/institutions/enrolment).

## Deferring your place

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: [www.vtac.edu.au/courses-inst/institutions/deferment.html](http://www.vtac.edu.au/courses-inst/institutions/deferment.html).

## How to decline your 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—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.

## If you don't get a Round 1 offer

If you haven't received a Round 1 offer there are still opportunities for you to be selected for a course. You can:

- choose to do nothing and wait to see if an offer is made in Round 2
- change your preferences by adding or removing courses from your list between offer rounds, and/or
- provide VTAC with permission to circulate your name to institutions for supplementary offers.

Keep in mind that most offers are distributed in Round 1. So, consider using the opportunity to change preferences after Round 1 to add less competitive courses that could act as a pathway and lead to your ideal course. For example, a certificate course that articulates into a diploma course, or diploma that gives credit into a Bachelor's degree. Do some research with the institutions you're thinking of applying to, and consider chatting with a pathways coordinator at the institution.

Read more information on supplementary offers and change of preference in the sections below.

### No Round 1 offer?

**You are still eligible to receive offers in Round 2. And we encourage you to give permission for institutions to send you supplementary offers. You can read more about supplementary offers in this publication.**

#### Get advice from institutions

Talk to a range of institutions about pathway courses that may lead to the course you ultimately want to study.



#### Change your preferences

Reconsider your preference list. Consider adding pathway courses to your preference list, and as a back-up plan consider adding some courses that have Round 1 Clearly-in ATARs lower than your ATAR. Don't remove a course you really want just because your ATAR is below the Round 1 Clearly-in ATAR—people get in below the Clearly-in ATAR, and in Round 2 the Clearly-in ATAR may be lower.

*Note: Approximately 80% of places will have been filled in Round 1. Not all courses participate in future rounds and course selection criteria still applies*



#### Round 2 offers are released

If you get a Round 2 offer, well done! Make sure you follow the enrolment instructions.

If you don't get a Round 2 offer, you may still be offered a supplementary offer. We also recommend you talk to a career specialist and/or institutions to discuss other options.

## If you don't get a Round 1 or 2 offer

If you don't receive a Round 1 or 2 offer, ensure you are registered for supplementary offers (you will have a short period of time to do this after Round 2, if you haven't already). You can also contact institutions and careers professionals to seek advice on the best pathway options available to you.

# Supplementary offers

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If there are still places available in courses after Round 2, some institutions will make supplementary offers. 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 (Early, Round 1, Round 2)
- 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.

To be eligible to receive supplementary offers you must give VTAC permission to release your application to courses with vacancies by 18 January 2018 (12 noon) for graduate entry teaching applicants, or by 7 February, 2018 (12 noon) for all other applicants. You can do this in your VTAC account under 'Course offers > Supplementary offer participation'. Applicants to international fee-paying places (VTAC course codes ending in 3) are not eligible to receive supplementary offers.

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

Supplementary offers will be processed weekly during February and you will receive offer advice 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.

## Change of preference

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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.

Reasons you might change your preference 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.

After Round 1 Offers are released you might change your preference 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 selection 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](#).

## Change of preference periods

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.

Dates are available on the VTAC website at [www.vtac.edu.au/dates](http://www.vtac.edu.au/dates). You can also download the change of preference fact sheet available at [www.vtac.edu.au/publications](http://www.vtac.edu.au/publications).

# Frequently asked questions

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## 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% of offers are made in Round 1.

However, if you want to change your preferences after Round 1—even if you received your first preference—in the hope of an additional offer, you can. Remember if you have a Round 1 offer and accept it by enrolling, you won't lose it and there are no additional charges for changing your preferences.

## 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 an authorised nominee (someone you choose) to enrol on your behalf. If this is possible, you should provide your authorised nominee with the enrolment instructions and the list of subjects you want to enrol in.

Note: The institution making you an offer will have its own process regarding authorised nominees. This is a totally separate process to assigning an authorised nominee for your VTAC course application.

## 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. However, if you want to accept the offer, you should contact the institution and ask them if a place is still available and whether you are able to 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 must 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. To change your preferences for the next round, you need to:

- make sure you meet the prerequisites and have completed any selection requirements 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. Place all courses above your offered course 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.

Remember, you are not guaranteed an offer in any subsequent rounds.

## How do I know what courses are still selecting applicants after each offer round?

Institutions are only obliged to participate in Round 1 of course offers. Any offers made outside of Round 1 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. They may do so 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.

