

Steps 2 Study for non-Year 12 applicants



About UAC

The Universities Admissions Centre (UAC) receives and processes applications for admission to undergraduate and postgraduate courses at participating institutions, mainly located in NSW and the ACT. We also:

- calculate and provide the ATAR (Australian Tertiary Admission Rank) to eligible HSC students in NSW
- process equity programs on behalf of institutions.

We work with 27 participating institutions, offering more than 2,000 undergraduate courses.

Can I apply through UAC?

You can apply for undergraduate courses through UAC if you are:

- an Australian citizen
- a New Zealand citizen
- a permanent resident of Australia
- the holder of an Australian permanent resident humanitarian visa.

Why study?

There are many reasons why people make the decision to go back to study:

- **Establishing a new career.** You may be ready for a fresh challenge in a different industry. Further study can open up whole new areas.
- **Career advancement.** You may want to add to your skills to keep moving up in your chosen profession.
- **Pursuing an interest.** You may be ready to turn a hobby or something you're passionate about into a career.

You may not have studied since you left school, or you may have several qualifications, but as an older student you will bring life and work experience, commitment and formal and informal learning to tertiary study, which gives you a higher chance of success.

What should I study?

Here are some tips on deciding the best course to study and at what level.

What am I interested in?

- **Careers.** Talk to people who work in the area you're interested in, look at job ads and descriptions and think about employment options.
- **Institutions.** Find out which institutions specialise in your chosen field. If you want to attend classes, you may want to choose a campus you can get to easily. Attend institution open days. Visit institution websites for information and request a prospectus, which has detailed information about the campus, facilities and courses.
- **Courses.** Visit institution websites, talk to current students, get course handbooks and read about the subjects in detail. Does the course cover what you want to study? Is it offered in the kind of study you need (eg part-time or by distance)? Check the entry requirements.
- **Options.** Weigh up the pros and cons of courses. When you apply you can list up to five courses in your order of preference.

What types of courses are available?

Most people who are returning to study since leaving school or TAFE are first-time university students and would apply for an undergraduate course.

Undergraduate courses lead to a first qualification, such as a:

- Bachelor degree
- Associate Degree
- Associate Diploma
- Diploma
- Advanced Diploma.

You may have also heard of postgraduate courses. Postgraduate courses are usually for people who have qualified with a relevant first degree or Diploma. However, some institutions accept applicants with relevant professional experience into Graduate Certificate and Diploma courses.

Some institutions offer postgraduate courses through UAC. For more information, visit uac.edu.au/postgraduate.

How will I study?

There are two main ways to study:

- on-campus, where you attend classes at the institution
- off-campus, sometimes known as distance education or study by correspondence or online. You can study some courses in your own time in your own home and vary the number of subjects you study to suit your schedule. However, you may need to attend residential schools at your institution or exams at a central location. Most institutions offer online courses so that you don't necessarily have to always be physically at the institution to study.

Depending on the course you choose, you may have the option to study full-time or part-time. At some institutions, evening classes are available for part-time students; at others, part-time students go to the same daytime classes as full-time students.

A full-time degree usually takes three to four years to complete. Studying part-time will take you longer to finish your course, but it may suit you if you have other commitments.

Where can I study?

When considering where to study, think about whether the institution:

- offers the course you want to do
- offers your course in the way you want to study
- has a campus close or convenient to you (eg do you want to study close to where you live or work?)
- has other things about it that are important to you (eg a good reputation in your field or lots of great facilities so you can fully enjoy life as a student).

Find out more

UAC

For up-to-date details of undergraduate courses available at UAC's participating institutions, access the course search on the UAC website at uac.edu.au/undergraduate/course-search or in My UAC, UAC's mobile app. Each course description contains information about the subject areas students will study and examples of career opportunities for graduates.

The UAC Guide is a printed publication containing similar course details. Contact us to purchase a copy.

UAC's participating institutions

Contact the institution you're interested in attending, or visit its website.

It is also a great idea to visit the institution and see the campus for yourself. A list of open days can be accessed on UAC's website at uac.edu.au/undergraduate/institutions.

Careers resources

As well as checking your local library, bookstore and newsagent for careers resources, the following websites might be useful:

- Make Your Mark: makeyourmark.edu.au
- My Future: myfuture.edu.au
- The Good Universities Guide: gooduniversitiesguide.com.au
- The Good Careers Guide: goodcareersguide.com.au
- Graduate Careers Australia: graduatecareers.com.au

You may also be able to obtain career information from societies, institutes or associations for each profession; for example, Chartered Accountants Australia and New Zealand or the Law Society of New South Wales.

Can I gain entry?

There are two types of applicants to tertiary study: students straight out of high school (Year 12 applicants) and those who finished their high school studies some time ago (non-Year 12 applicants).

One common myth is that people who are over 21 are 'mature age' and can get into tertiary study based on age alone – your age alone is not enough to secure you a place in a tertiary course.

A number of factors may be taken into account when you apply, including whether you:

- meet all course prerequisites and/or course entry requirements (eg English proficiency, special requirements for health/welfare-related courses and teacher education courses – see below)
- meet any additional selection criteria (eg present a portfolio or attend an interview)
- have qualifications that will help you get selected ahead of other applicants (eg working in a similar area to the course to be studied).

NSW Government requirements for health/welfare-related and teacher education courses

For health-related courses, requirements include:

- a national criminal record check
- infectious diseases procedures.

For details, visit the NSW Health website at health.nsw.gov.au.

For teacher education courses, requirements include:

- a national criminal record check
- a Working With Children Check
- minimum HSC results and specific literacy and numeracy requirements to teach in NSW.

For details, visit the NSW Education Standards Authority website at educationstandards.nsw.edu.au.

If you don't meet all of these requirements it doesn't mean you can't study at a tertiary institution – there are plenty of alternative entry options or other pathways available.

Alternative entry

Alternative entry is a way of gaining access to a tertiary course even though you don't meet the usual entry requirements for that course.

Read below for what institutions may consider as part of alternative entry.

Special Tertiary Admissions Test (STAT)

If you don't have formal qualifications, some institutions will assess your results from STAT instead.

STAT assesses your ability to think critically, rather than testing your specific knowledge of a subject. There are two versions of STAT – Multiple Choice and Written English. You need to check whether your chosen institution accepts STAT, and which version it accepts.

Key STAT points

- Tests are held in January, May, October and November.
- Tests are held at locations across NSW. If you live in a remote area or can't travel to a test location, you can arrange a special sitting.

Visit stat.acer.org for details.

Special schemes and programs

Many institutions have a specific alternative entry scheme or program – check directly with your chosen institution.

Professional/paraprofessional qualifications

Some institutions may consider professional or paraprofessional qualifications such as hospital-based nursing certificates or professional awards that require examination.

Employment experience

Paid employment of more than 12 months may be considered. Some institutions will also consider unpaid or voluntary work. You will need to provide a statement of service from your employer. Visit UAC's website at uac.edu.au/undergraduate/admission/employment for a list of institutions that consider employment experience and for a sample of a statement of service.

Aboriginal and Torres Strait Islander Australians

Most institutions have a special admission scheme specifically for Aboriginal and Torres Strait Islander Australians.

What are pathways?

Pathways refer to the transitions between vocational education (eg TAFE) and higher education (eg university). These pathways usually allow a student to complete a Diploma or Advanced Diploma at TAFE and then gain entry to a Bachelor degree program at university. If the degree is in the same field of study, credit for the TAFE study may be granted (read 'Credit transfer' below).

Some institutions will also accept Australian Qualification Framework (AQF) Certificates (usually Certificate III and above) as a pathway to a degree program.

If you do not have a TAFE qualification, many institutions offer tertiary preparation courses.

Tertiary preparation courses

These are usually designed for applicants who haven't completed Year 12. Minimum age requirements can apply and the course length differs between institutions.

Most institutions will accept preparation courses offered by other institutions but you need to check with the institution where you wish to study.

Credit transfer

If you hold a completed tertiary qualification in a related area of study, some institutions will consider that study and give you credit towards your new course. For example, if you've completed a TAFE Diploma, an institution may grant you credit of a certain number of units towards the Bachelor degree.

For more information about institutions that offer credit transfer, visit UAC's website at uac.edu.au/undergraduate/admission/credit-transfer.

Qualifications Assessment Service

UAC has a Qualifications Assessment Service (QAS), which provides prospective applicants with an assessment of their qualifications. This may be used as a guide for determining your eligibility for courses offered by UAC's participating institutions.

Important points about QAS

- The assessment of your documents is based on confidential common assessment procedures and guidelines approved by UAC's participating institutions.
- The assessment is a guide only, and UAC's participating institutions are not bound by the assessment.

You must provide copies of all documents related to your qualifications, including official academic transcripts and certificate/s of award/s if completed. All copies of documents must be translated if they are in a language other than English.

Visit UAC's website uac.edu.au/general/qas for further information and for details on how to supply translated documents for assessment.

What will my course cost?

Australian Government-proposed changes to university fees

The Australian Government has proposed a range of changes that will affect the fees that universities can charge, and the way that students will repay debt accumulated under the Higher Education Loan Program (HELP). For example, it is proposed that New Zealand citizens will be required to pay the full cost of their tuition – rather than a student contribution – but will have access to FEE-HELP loans. These changes are subject to the passage of legislation. For further information, visit the Australian Government's Study Assist website at studyassist.gov.au.

(Note: The information contained below is correct at the time of printing, but will not apply if the above changes are passed by the Australian Parliament.)

Commonwealth-supported place courses

Most undergraduate courses are Commonwealth-supported place (CSP) courses (formerly called HECS courses) and only require you to pay part of the cost of your course (a student contribution). CSP courses typically cost you less than domestic fee-paying (DFEE) courses (see below).

The size of your student contribution depends on your institution and your area of study. The Australian Government groups different areas of study into 'bands' and it sets a minimum and maximum range that can be charged on a full-time study load (normally around eight units per year), for units that fall into the various bands (see the table in the next column).

There are a number of options for paying your student contribution:

- pay the whole cost up-front
- get a HECS-HELP loan for the whole cost
- pay some of the cost up-front and get a HECS-HELP loan for the balance.

Repayments for HECS-HELP loans are based on income and are made through the taxation system.

You start repaying your HECS-HELP loan when your income reaches a certain level.

To be eligible for a HECS-HELP loan, you need to be an Australian citizen or the holder of an Australian permanent humanitarian visa. If you're not an Australian citizen, but are a permanent resident, you must pay your full student contribution up-front. Check with the institution for details.

<i>Student contribution band</i>	<i>Student contribution range in 2017</i>
Band 1 humanities, behavioural science, social studies, education, clinical psychology, foreign languages, visual and performing arts, nursing	\$0–\$6,349
Band 2 computing, built environment, other health, allied health, engineering, surveying, agriculture, mathematics, statistics, science	\$0–\$9,050
Band 3 law, dentistry, medicine, veterinary science, accounting, administration, economics, commerce	\$0–\$10,596

Domestic fee-paying courses

Some undergraduate courses are domestic fee-paying (DFEE) courses and require you to pay the full cost of your course (a tuition fee). There is no subsidy from the Australian Government.

The amount you pay for your tuition fee depends on the institution and the type of course. Each institution sets its own tuition fees for each DFEE course.

There are a number of options for paying your tuition fees:

- pay the whole cost up-front
- get a FEE-HELP loan for the whole cost
- pay some of the cost up-front and receive a FEE-HELP loan for the balance.

FEE-HELP loans allow students to borrow a total of \$100,879 (or \$126,101 for medicine, dentistry or veterinary science students) and are subject to a 25 per cent loan fee. Repayments for FEE-HELP loans are based on income and are made through the taxation system. Students do not have to start repaying their FEE-HELP loan until their income reaches a certain level.

To be eligible for a FEE-HELP loan, you must be an Australian citizen or the holder of an Australian permanent humanitarian visa and you must be resident in Australia while you are studying.

New Zealand citizens and holders of an Australian permanent resident visa (other than an Australian permanent humanitarian visa) don't have access to FEE-HELP loans and must pay the tuition fee up-front.

For more information about FEE-HELP loans, visit studyassist.gov.au.

Student Services and Amenities Fee (SSAF)

Commonwealth legislation allows Australian higher education providers to charge a fee for student services and amenities of a non-academic nature, regardless of whether students intend to use the services and amenities provided. The fee may be spent on amenities and services such as sporting and recreational activities, employment and career advice, child care, financial advice and food services.

For more information on the SSAF, visit the Department of Education and Training website at education.gov.au.

What financial help can I get?

Centrelink payments

Centrelink provides financial assistance for some students studying full-time and part-time. If you are a low-income earner you may be entitled to a range of financial assistance including:

- Youth Allowance – for full-time students aged between 16 and 24
- Austudy – for full-time students aged 25 and over
- Pensioner Education Supplement – for students who receive payments from the Department of Human Services or the Department of Veterans' Affairs
- ABSTUDY – for Aboriginal and Torres Strait Islander students.

If you receive this financial assistance, you may also be eligible for other benefits – check with Centrelink for more details.

For more information, visit humanservices.gov.au.

Equity Scholarships

Equity Scholarships assist financially disadvantaged students with the costs associated with higher education.

They are funded by institutions and awarded to students experiencing financial disadvantage and/or a wide range of other educational disadvantages meet the costs associated with higher education – including the costs of studying and living away from home, textbooks and special equipment. UAC provides a centralised application service for Equity Scholarships. To find out more, visit uac.edu.au/equity.

Other scholarships

Most institutions offer a range of merit scholarships. Contact – or check the website – of the institution you're interested in attending.

How do I apply?

You apply online through UAC at uac.edu.au/undergraduate – an application usually takes about 30 minutes to complete.

You'll find everything you need to know about the application process on UAC's website at uac.edu.au/undergraduate/apply.

When do I apply?

Applications open on Wednesday 2 August 2017. It's best to apply before midnight on Friday 29 September 2017 to avoid the increase to the processing charge. It doesn't matter if you're not 100 per cent sure which courses to apply for – you can change your preferences as many times as you want before preference deadlines.

Check the UAC website for all the dates by which you need to apply, provide documents and change your preferences to be guaranteed consideration in each offer round.

Join us on social media to keep informed about key dates for admissions, course updates and events, or to subscribe to our email newsletter, *Directions*, which will remind you of important dates.

How do I pay?

You pay for your application when you apply – you can use a credit card or PayPal. How much you pay depends upon when you apply. The initial processing charge for 2017–18 admissions for non-Year 12 applicants is \$68 up to Friday 29 September 2017. Processing charges are not refundable, except as required by law.

What information will I need?

As well as providing your personal contact details, depending on the questions in the application that are relevant to you, you may need to provide:

- Australian or overseas Year 12 qualification name, school, year completed and student number
- TAFE student number, qualification and years attended
- Australian or overseas tertiary qualification, university student number and years attended
- employment details.

What happens after I apply?

Confirmation

Once you submit your application you can print out a Confirmation of Application with your application details.

Simply log back in to your application to change your contact details, qualification details or course preferences. You can also change your course preferences using the My UAC mobile app.

Access and respond to your offer via UAC's website or the app.

Documentation

If you need to provide documents to support your application, a document cover sheet will print out with your Confirmation of Application.

You should provide your documents to UAC within seven days of submitting your application. UAC's website has details of how to provide your documents.

Examples of some of the documents you may be asked to provide include:

- proof of English language proficiency – if your qualifications are from countries where English is not the main language taught, or if you have not reached the minimum Year 12 requirement in Australia
- original documents in the original language along with an English translation – if your documents for overseas study aren't in English
- transcripts of studies you have undertaken
- proof of change of name (eg marriage certificate)
- a statement of service on your employer's official stationery
- evidence of your citizenship.

Offers

If your application is successful, you'll receive an offer letter from UAC on behalf of the institution making the offer. Follow the instructions with your offer – check the institution's website for acceptance and enrolment dates and procedures.

Most offers for semester 1 admissions are made in December and January. Visit uac.edu.au/offers for further information.



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email online enquiry form: uac.edu.au/enquiry



8.30am–4.30pm Monday to Friday (Sydney time)

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