

# QTAC APPLICATIONS

## WHAT IS QTAC'S ROLE?

The Queensland Tertiary Admissions Centre is a not-for-profit organisation that acts on behalf of participating Universities, TAFE Queensland and Tertiary Colleges by providing information on courses being offered and processing applications to specific institutions.

## WHO SHOULD APPLY THROUGH QTAC?

Current Year 12 students who are intending to study at University or TAFE in Queensland or Northern New South Wales beyond Year 12. Students need to check to make sure that they are likely to meet the course entry requirements and prerequisites.

## BEFORE YOU START

- Use an email account you check regularly (not your school email address)
- Details of the courses you're applying for (this information is outlined in the "courses" section of your QTAC guide)
- Details of your qualifications and experience
- Your LUI number (the school can provide this if you cannot access this number)
- Access to a credit card for the \$45 application fee

QTAC will let you know after you apply if you need to provide copies of your qualifications. Visit [qtac.edu.au](http://qtac.edu.au) for information on documentation.

## GETTING STARTED

- Visit [qtac.edu.au/applicationservices](http://qtac.edu.au/applicationservices)
- Create an account or log in to an existing account
- Fill out and lodge your application
- Submit copies of your qualifications (if required)

## AFTER YOU APPLY

After you apply, you can track your application online at [qtac.edu.au/applicationservices](http://qtac.edu.au/applicationservices). Here, you can:

- Check if you meet the entry requirements
- Change your preferences
- Update your contact details
- View correspondence from QTAC
- Check if you need to submit documentation

## WHEN DO I APPLY?

The applications open from Tuesday, 4th August 2020.

Please check Page 26 of the QTAC Guide for more information on the fixed closing dates as they vary for different courses.




Please be aware QTAC has opened up earlier offers so it is advisable to have your application in by the end of September to take advantage of these opportunities.

Remember if you are applying for courses that require portfolios or auditions the cut off dates for these are earlier. Please see fixed closing dates for this information.



QTAC

## HOW DO I ORDER MY COURSE PREFERENCES?

1 <sup>ST</sup>		<b>Desired course</b>	These are the courses you would really like to study even though your chances of gaining entry may not be assured.
2 <sup>ND</sup>			
3 <sup>RD</sup>		<b>Backup course</b>	These courses are less competitive. Realistically, they should provide another way to the career you want or to a second choice career. They can be used to upgrade to your 'ideal' course.
4 <sup>TH</sup>			
5 <sup>TH</sup>		<b>Pathway course</b>	These courses are the ones you are prepared to do if you miss out on all the others. They should be the courses that, in the past, have been quite easy to gain entry to (especially the 6 <sup>th</sup> preference).
6 <sup>TH</sup>			

### MAKE SURE YOU...

- Use the correct course code
- Meet the prerequisites for the courses you select
- List courses in order of personal preference (i.e. from your most desired course to your lowest course preference)
- Would accept any of the courses you have selected
- Review your course preferences when you receive your Year 12 results

## BEFORE FINALISING YOUR APPLICATION...

### STEPS TO ENSURE A SUCCESSFUL APPLICATION

1. Organise your preferences on the Course Preference table provided. Please note: if one of your courses has an early offer round, it needs to be placed above courses with later offer rounds.
2. For your 5th and 6th preference make sure it is a course you will get into, such as a diploma.
3. Give this completed table to Luke, Rose or Carla (GOs) who will check this application and provide feedback.
4. Complete your application online.
5. Your application will not be considered until you have paid the processing fee.

### WHAT IF I HAVE SPECIAL CIRCUMSTANCES?

Some students are eligible for the Educational Access Scheme (EAS). For more information, see page 17 of the QTAC Guide or speak to a GO.

### WILL I BE ABLE TO AFFORD TERTIARY FEES?

Please refer to page 24 and 25 of the QTAC Guide for more information about study costs.

### WHAT IF I CHANGE MY MIND?

If you submit your QTAC application and then change your mind about your preferences, you have 3 free changes after which there is a fee charged. See page 15 of the QTAC Guide for more information.

### HOW DO I RESPOND TO AN OFFER?

Please refer to pages 20 and 21 of the QTAC Guide for more information on how to respond to an offer.

**Please see Luke Wallace in M03 should you have any questions.**

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