

How to Apply for SEAS

Step 1

Register for a VTAC identification number and submit a VTAC course application.
To apply for SEAS, you must log in to your VTAC user account using your VTAC ID and PIN.
Remember the SEAS application link only becomes available after you have submitted a course application.

Step 2

Click on the SEAS application link – this only appears after you have completed your course application. This will take you to the terms and conditions for lodging a SEAS application and will allow you to nominate a SEAS proxy.

Step 3

You will be presented with a list of all SEAS categories. Answer the questions. Your responses may result in new questions appearing. Answer all questions and note the supporting evidence you are asked to include. Make sure you carefully read the general and institutional requirements for all courses you are considering applying to.

Step 4

Category 1 is based on the information provided in your registration and course application. Answer yes to Category 1 (personal information and location).

For category 2 (difficult circumstances) provide:

Impact statement - You must write a statement of up to 2000 characters (not words) describing your circumstances and how your circumstances have affected your education.

You should describe how the circumstance has affected your ability to study, access educational facilities and resources, attend school/tuition regularly and/or perform in assessment tasks.

Statement of support - Provide a statement of support from a responsible person (see below for definition of a responsible person) who has the knowledge to confirm your circumstances and comment on the educational impact.

For category 3 (disadvantaged financial background) provide:

Impact statement - If you are not in receipt of a Centrelink benefit you must write a statement of up to 2,000 characters (not words) describing how your financial background has affected your education.

Financial evidence - If you are in receipt of a Centrelink benefit (e.g. Youth Allowance, Health care card) you must provide proof of these benefits. If your parents are in receipt of Family Tax Benefit A you need to provide hardcopy evidence.

Statement of support - Applicants not in current receipt of Centrelink benefits must provide a statement of support from a responsible person who has the knowledge of your financial situation to confirm your circumstances and comment on the impact.

For category 4 (disability or medical condition) provide:

Impact statement - You must write a statement of up to 2000 characters (not words) describing your disability/medical condition and how this has affected your education. You should provide details of the condition and the period in which the condition was experienced.

Statement of support - You must also provide a statement of support from your treating health care professional involved in the care and/or maintenance of your condition, illness, or disability.

The health care professional should include details about absences from learning (if applicable) and how the condition has adversely affected your academic performance.

For category 5 (SALT, PPP and REEP schemes):

If your school is eligible for these university schemes, you must provide the additional information as outlined.

Step 5

Make sure you have copies of any supporting documents required as part of your application. This is part of answering the questions (step 4).

Make an appointment with a 'responsible person' early to secure supporting documentation.
Download cover sheet from VTAC and attach supporting documents.

Step 6

Submit your application.
Send supporting documents and cover sheet to VTAC prior to closing date.

A **responsible person** is defined as a doctor or health care professional, lawyer, certified accountant, social worker, registered counsellor, religious or community leader, school principal or teacher or senior member of school staff, other responsible person who has detailed knowledge of your circumstances and their educational impact.

Refer to VTAC guide at www.vtac.edu.au

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