QTAC Application Guide

2022

Queensland Tertiary Admissions Centre
T (07) 3858 1200
PO Box 1331 Milton, QLD 4064

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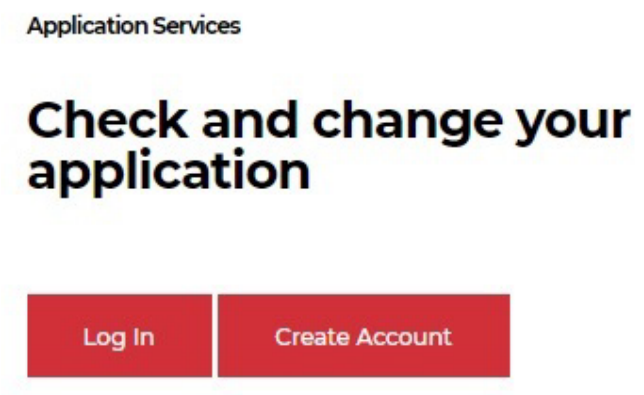
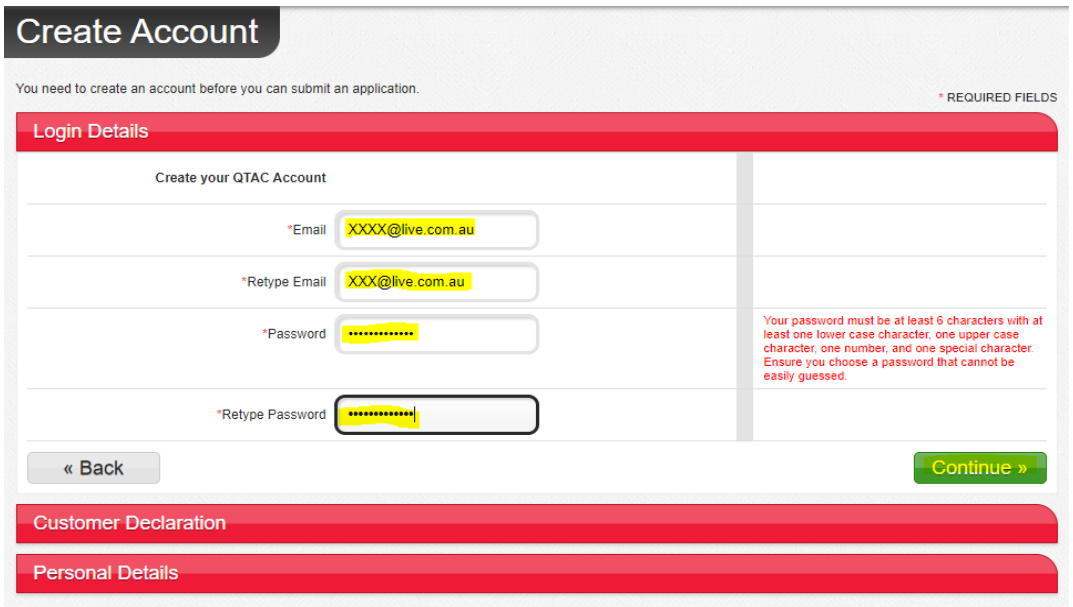
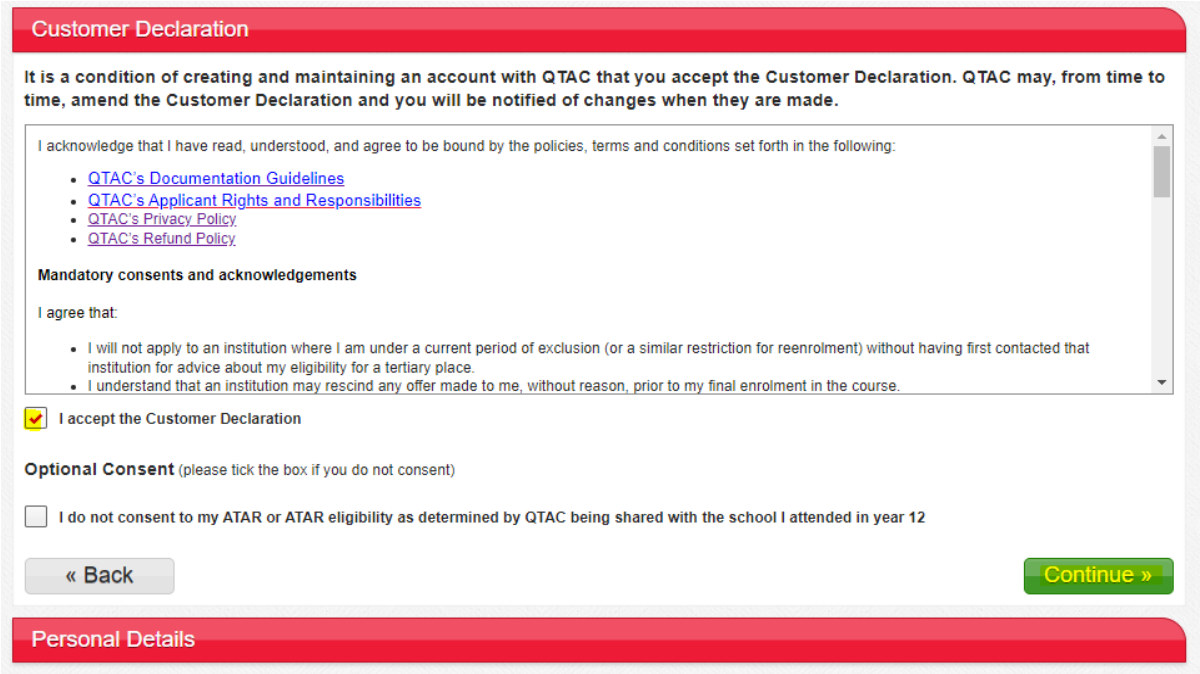
Create QTAC Account

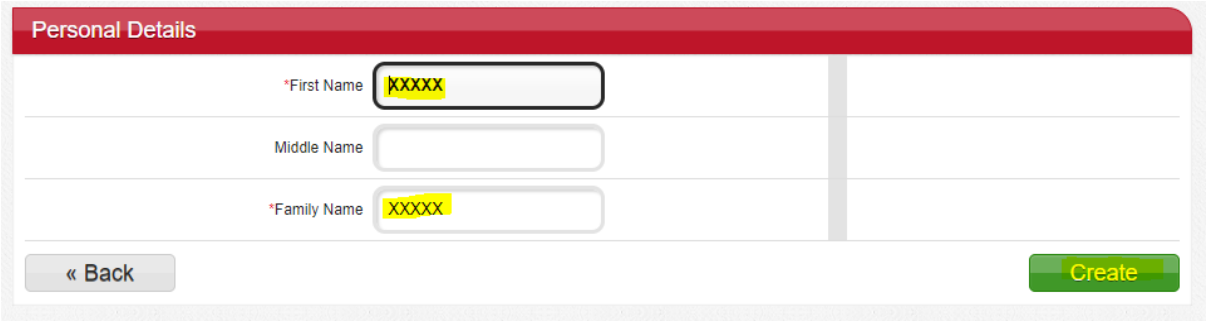
- Applicants can create their QTAC accounts via qtac.edu.au/application-services.



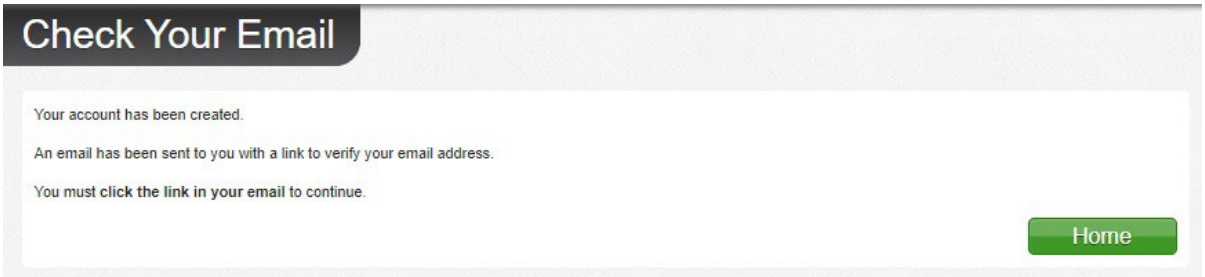
- The applicant enters their personal email address and creates a password. The password must contain a capital letter, number, and special character.
- The Customer Declaration should be read, understood, and accepted to continue.
- If the applicant is a current Year 12 student, the optional consent should be read, understood, and the box must be ticked if they DO NOT consent.
- If the email address entered is correct, but this message appears, “The format of your email address is invalid”, the applicant should check to see if there are any spaces before or after the entered email address. Remove spaces and the login should be successful.

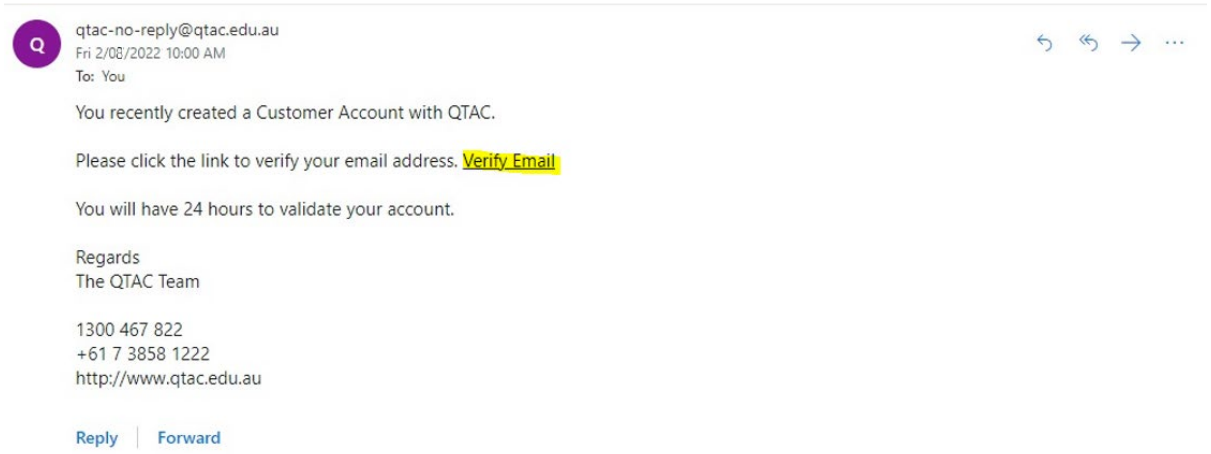


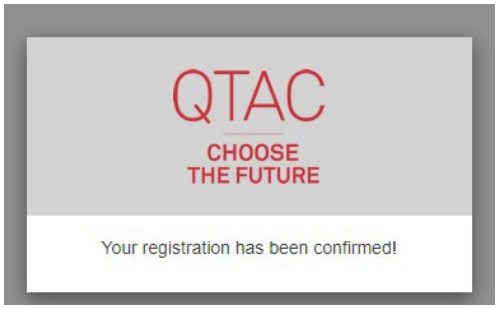




- The applicant will need to verify their email address by clicking the verification link sent to them by QTAC.







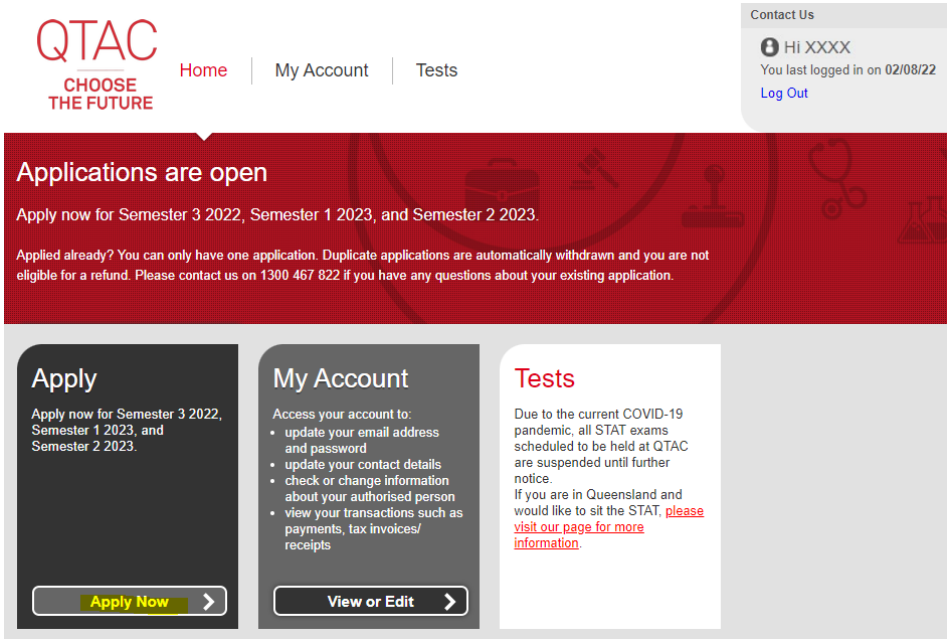
Create QTAC Application

- There are five sections in the Application:
  - My Details
  - Education and Experience
  - Course Preferences
  - Review Application
  - Submit Application

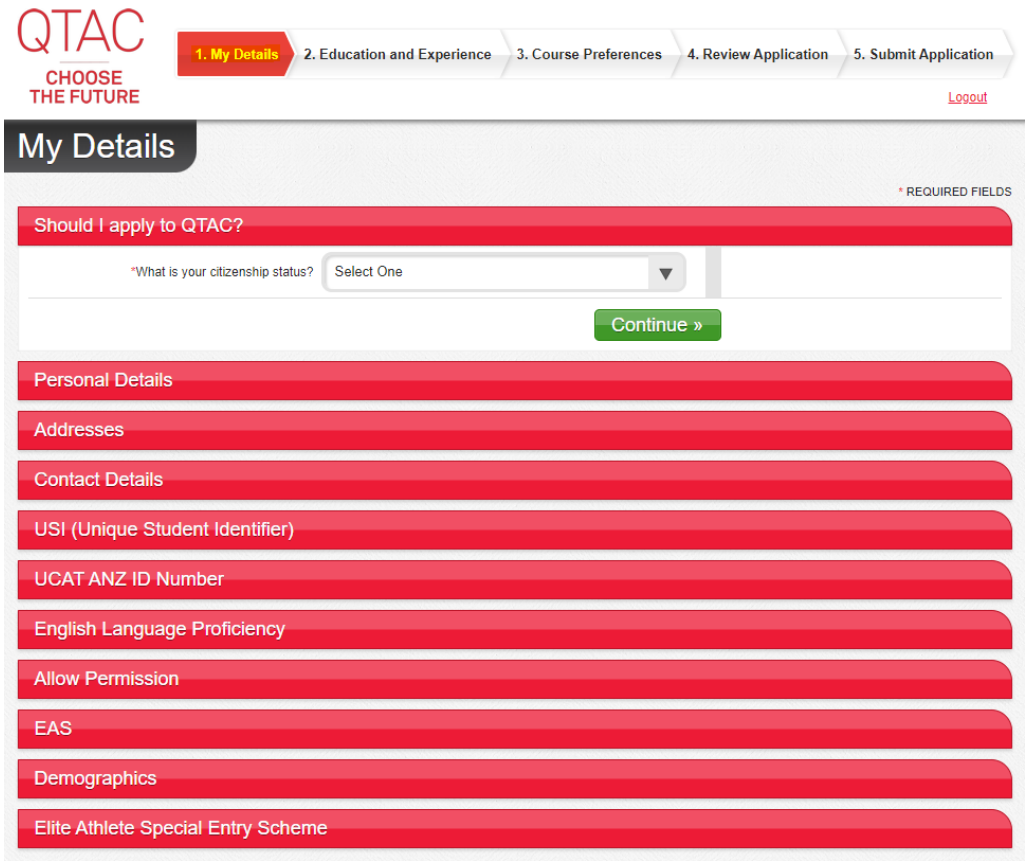
- Only one application can be lodged per admissions period.

- Applications from a previous admissions period cannot be transferred to the current admissions period.

- Applicants must lodge a new application for each admissions period.

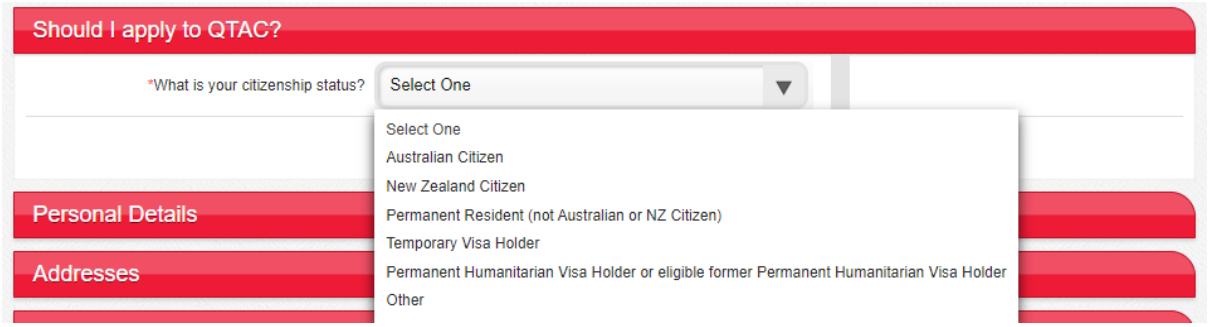


Applicant Details



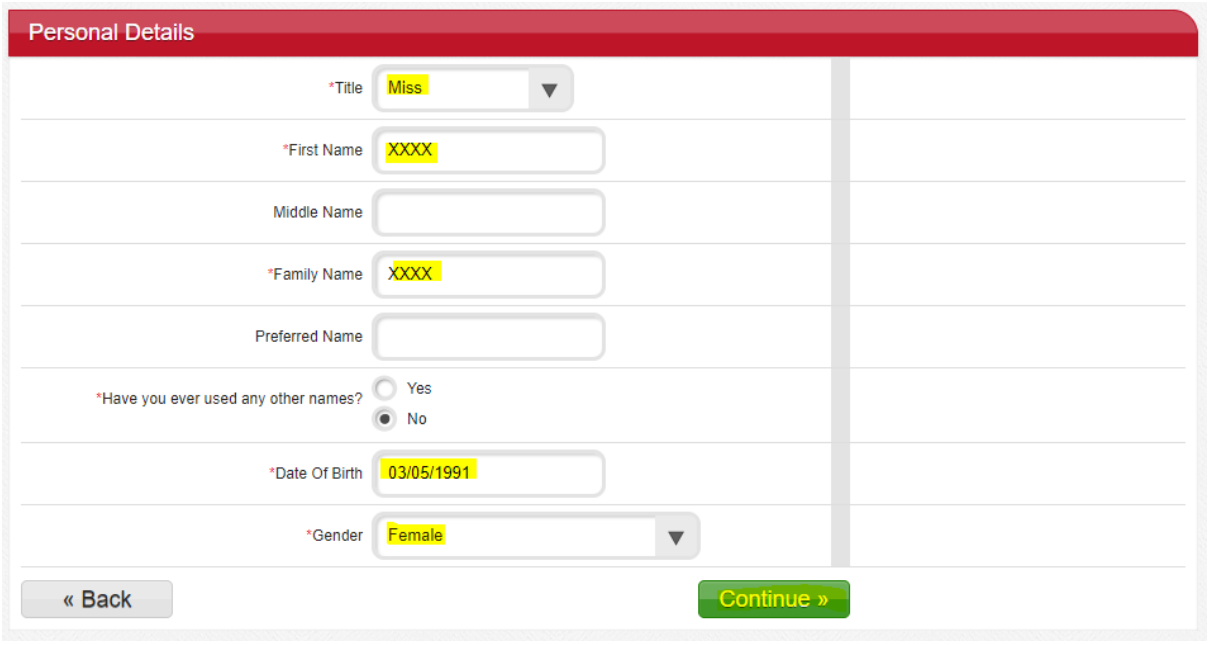
CITIZENSHIP STATUS

- Based on the citizenship status selected, the applicant will be able to proceed to the next stage in the application.
- If their citizenship status indicates they are ineligible to complete an application through QTAC, they are advised to contact the institution.



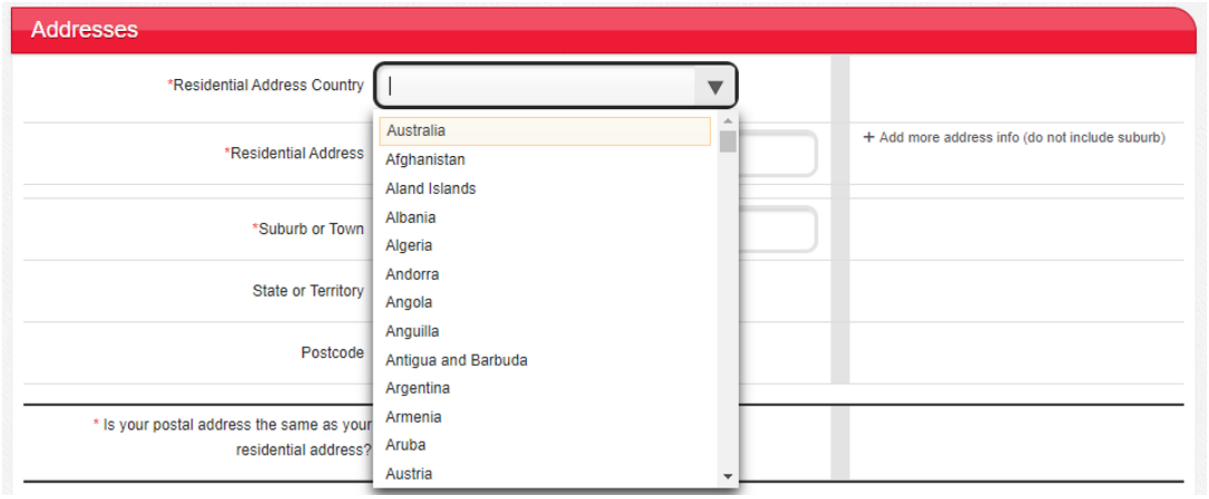
PERSONAL DETAILS

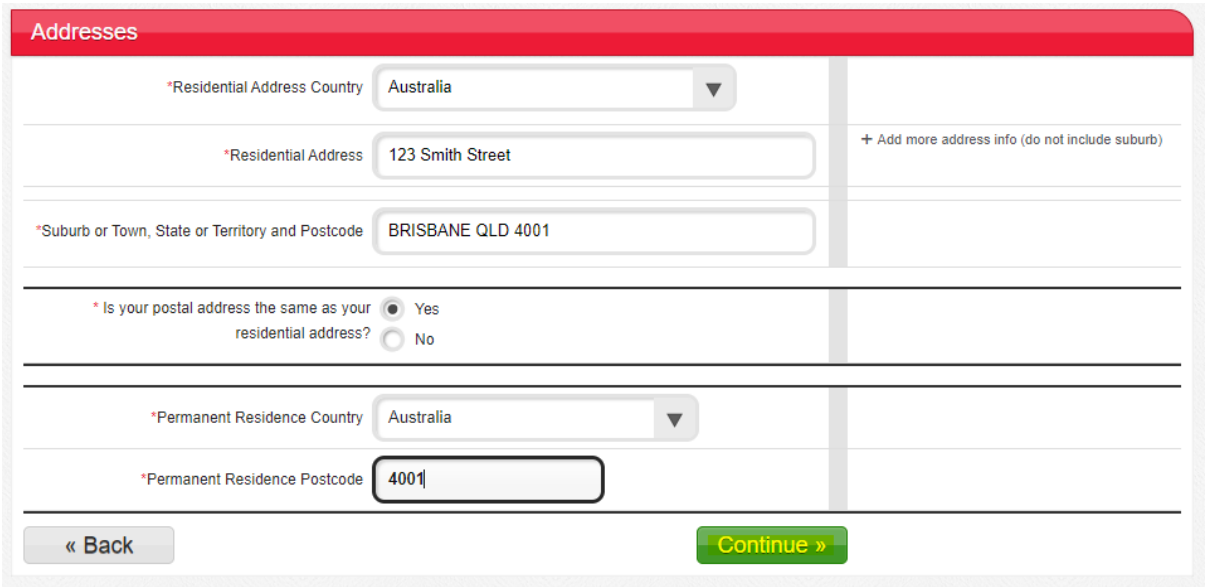
- First name, middle name, family name, and date of birth are pre-populated from data entered in the Customer Account.
- **Mandatory fields:** Title, First Name, Family Name, Previous Name (if relevant), DOB, Gender.
- The applicant can also add a preferred name.

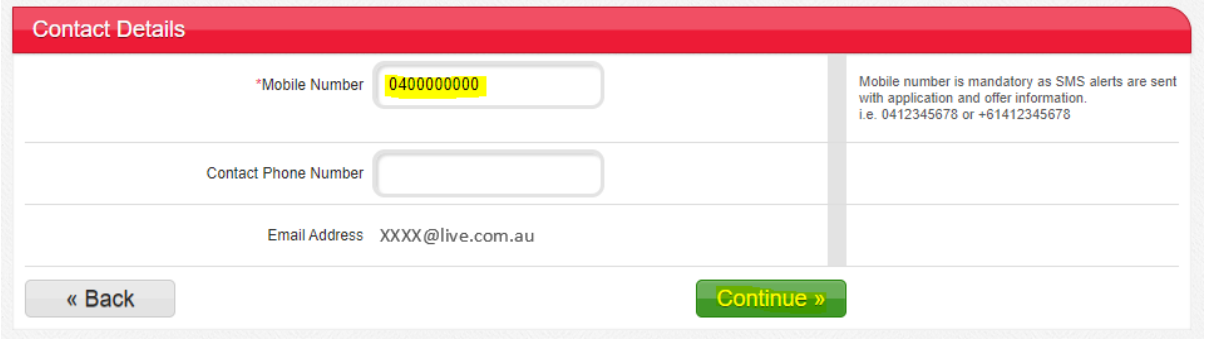


ADDRESS

- The address fields are prepopulated from data entered when creating a Customer Account and can be changed.
- The applicant must also enter their permanent residence postcode when permanent residence country is Australia.

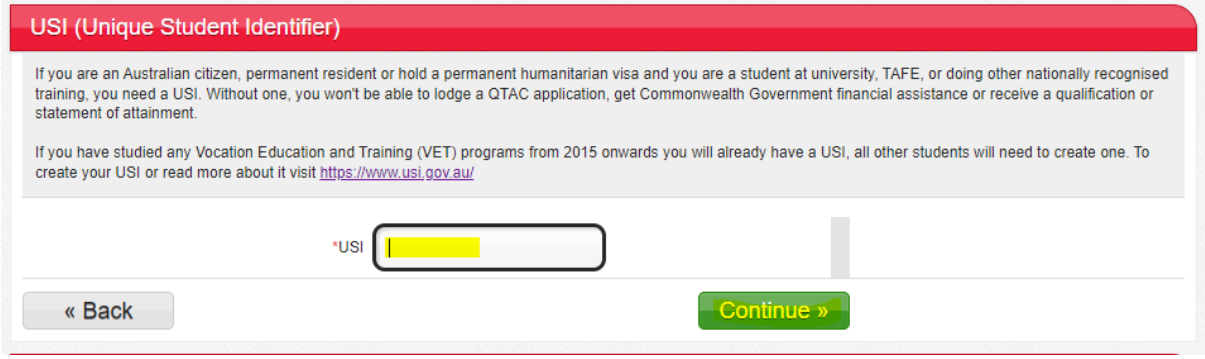






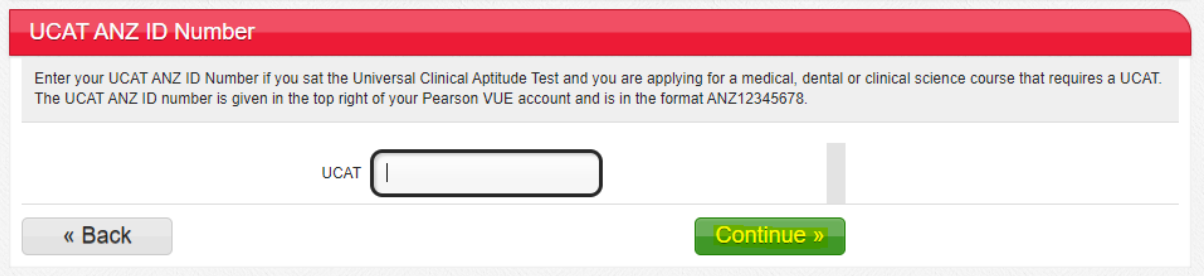
USI

- Entering a USI **is mandatory**.
- If an applicant does not have a USI, they can register via usi.gov.au.

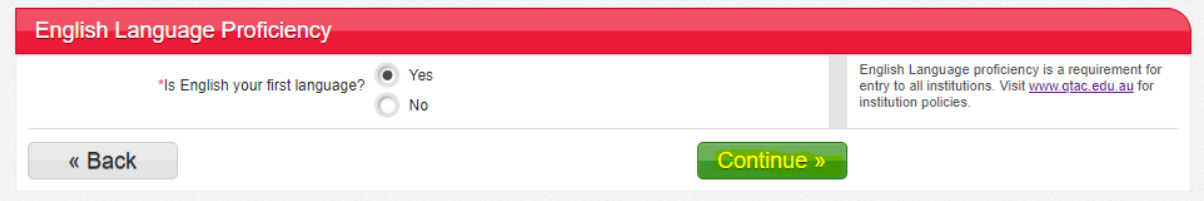


UCAT ANZ ID NUMBER

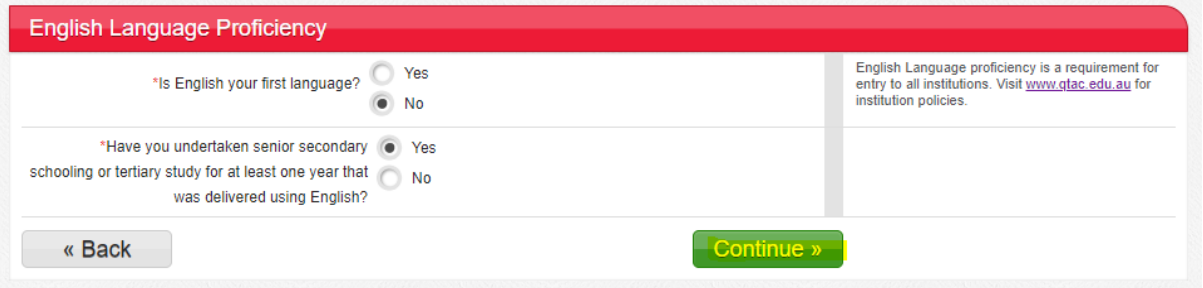
- If an applicant does not have a UCAT and/or it is not relevant to the program they wish to apply for, they can click Continue to proceed directly to the next section of the application.



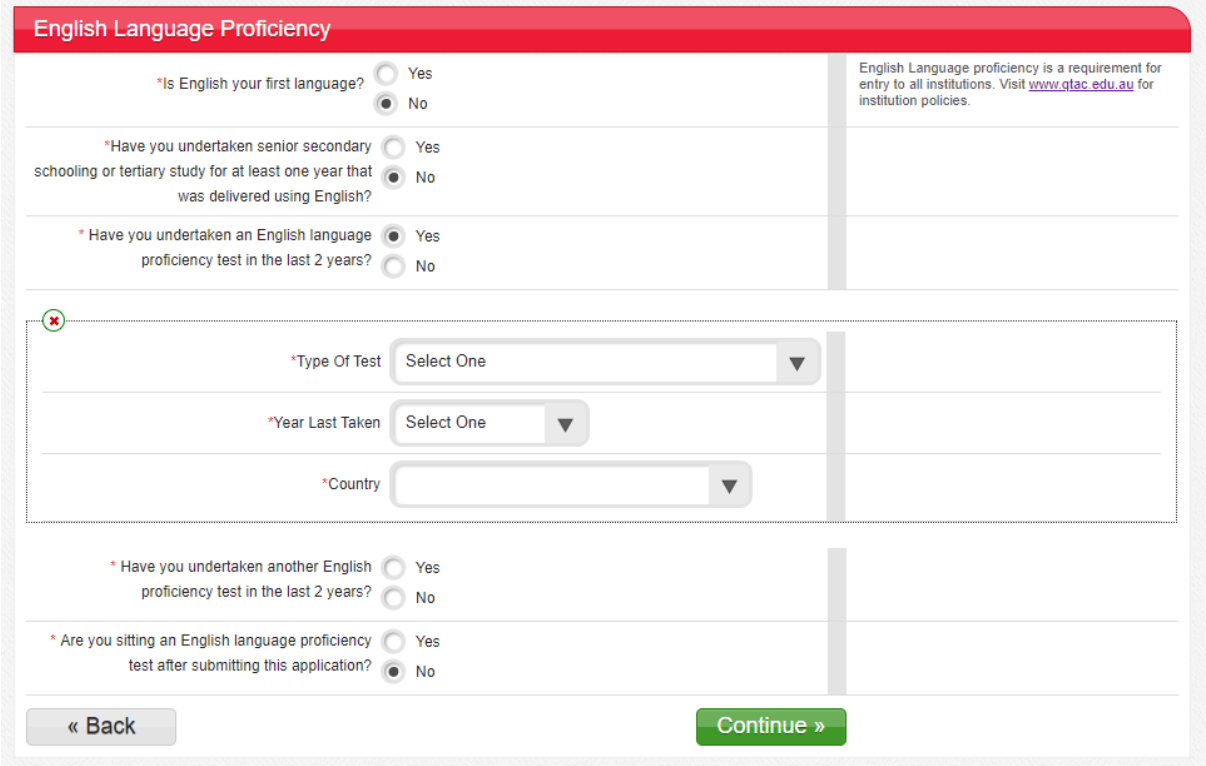
ENGLISH LANGUAGE PROFICIENCY



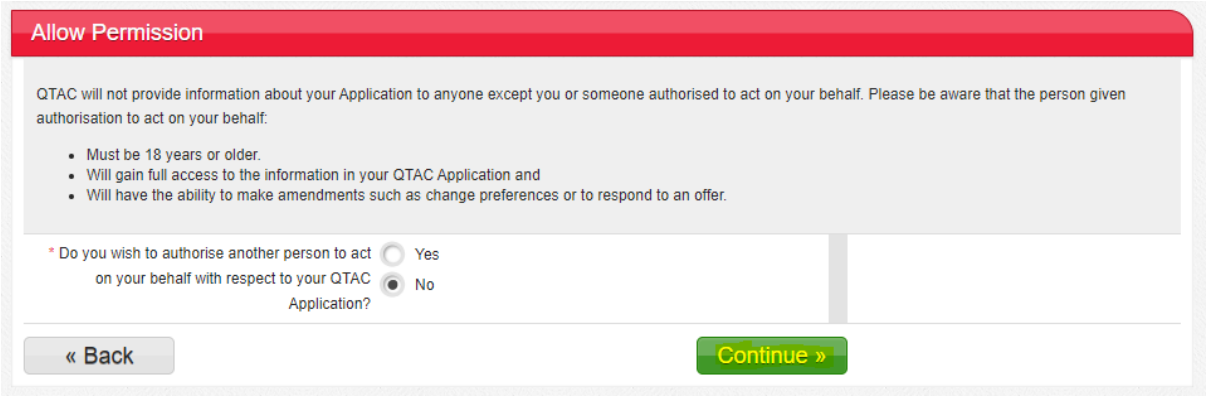
- If NO is selected, another question will appear, "Have you undertaken senior secondary schooling or tertiary study for at least one year that was delivered in English?"
- If the applicant selects YES to the question, this message is displayed, and they can continue with the application.



- If NO is selected, another question will appear, "Have you undertaken an English language proficiency test in the last 2 years?"
- If YES is selected, this message is displayed, they will need to complete the Type of test, Year Last Taken, and Country to continue with the application.



ADDING AN AUTHORISED PERSON



- If YES is selected, this message is displayed, they will need to complete the mandatory fields (i.e. Title, Full Name, DOB, Relationship, Address) to continue with the application.

Allow Permission

QTAC will not provide information about your Application to anyone except you or someone authorised to act on your behalf. Please be aware that the person given authorisation to act on your behalf:

- Must be 18 years or older.
- Will gain full access to the information in your QTAC Application and
- Will have the ability to make amendments such as change preferences or to respond to an offer.

* Do you wish to authorise another person to act on your behalf with respect to your QTAC Application? ◉ Yes ○ No

I authorise the following person to act on my behalf in all matters relating to my current Application:

*Title: Select One

*First Name:

Middle Name:

*Family Name:

*Date Of Birth: dd/MM/yyyy

*Relationship to Applicant: Select One

*Address Country: Australia

*Address:

*Suburb or Town, State or Territory and Postcode: Enter suburb, town or postcode

Contact Phone Number:

Mobile Number:

Email Address:

« Back Continue »

EDUCATIONAL ACCESS SCHEME (EAS)

EAS

Educational Access Scheme

Note: This scheme is optional. Scroll to the bottom and select Continue if you do not wish to apply.
QTAC's Educational Access Scheme (EAS) can help you if your study has been affected by circumstances beyond your control. Your information will be kept confidential and only used to assess your eligibility for EAS.

Why apply for EAS?

The Educational Access Scheme helps QTAC applicants whose recent study was impacted by financial or personal challenges. Find out more.

Who can apply

Anyone applying for tertiary study through QTAC can apply for EAS. You don't have to be a year 12.

How to apply

First, check the eligibility and documentation guidelines. Then choose the category or categories you want to apply for below. We'll send more information about the next steps when you finish your QTAC application.

Financial Hardship ☐

Eligibility

You can apply in this category if you reside in Australia and are from a low-income background.
You qualify if:

- You, your parent/guardian, or your partner receive the maximum rate of a means and asset tested Centrelink Income Support Payment.
- You participate in The Smith Family Learning for Life Program.
- Your gross household income is below an institution-determined threshold.

You do not qualify if:

- Your household earns gross income greater than $100,000.
- Your household holds assets or investments inconsistent with financial hardship.
- You fail to provide sufficient evidence of gross household income.

Electronic Verification with Centrelink

QTAC can electronically verify your Centrelink benefits if:

- You personally receive the maximum rate of a Centrelink income and asset tested benefit.

QTAC cannot electronically verify your Centrelink benefits if:

- You do not give us permission
- A family member receives the maximum rate of an eligible Centrelink benefit, but you do not.
- Nobody in your household receives the maximum rate of an eligible Centrelink benefit.
- You receive a part benefit
- If Family Tax Benefit is the only Centrelink benefit you receive. The Family Tax Benefit is not considered an eligible benefit as it is not asset tested
- Legal documents or a solicitor's letter

Financial Hardship Supporting Documents

If we cannot verify electronically, you will need to supply QTAC with Financial Hardship supporting documents appropriate to your personal financial circumstances.

Financial Hardship for Business Owners and their Dependents

Business owners and their dependents must fully document their gross business income and expenses as well as individual income.

English Language Difficulties ☐

Eligibility

To apply in this category you must:

- currently live in Australia
- be a current year 12 or
- be completing an approved bridging/preparatory studies course
- have already completed year 12 or bridging/preparatory studies and not have undertaken any study since

You can apply in this category if:

- you have studied in English for less than 6 years
- you have experienced profound difficulty studying in English.
- you are a recent migrant to Australia
- you are a refugee or asylum seeker

International students who have chosen to study in English in Australia are not eligible in this category.

Supporting Documents

All applicants must supply:

- a completed coversheet including a personal statement
- a school statement completed by a school representative

Home Environment and Responsibilities ☐

Eligibility

You can apply in this category if your home environment negatively impacted your most recent studies.
You can apply if you have experienced:

- Family conflict (significant dysfunction)
- Legal separation or divorce (self or parents)
- Substance abuse within your household
- Lack of stable housing
- Forced to be independent under the age of 18
- Abuse where you reside
- Assault where you reside
- Lack of support for education due to cultural demands
- Required to provide care for siblings in excess of normal domestic responsibilities
- Caring for a disabled or seriously ill family member or member of household
- Death or serious illness of a family member or member of household
- Home affected by a natural disaster or serious accident
- Home affected by drought
- In foster care or recently left foster care

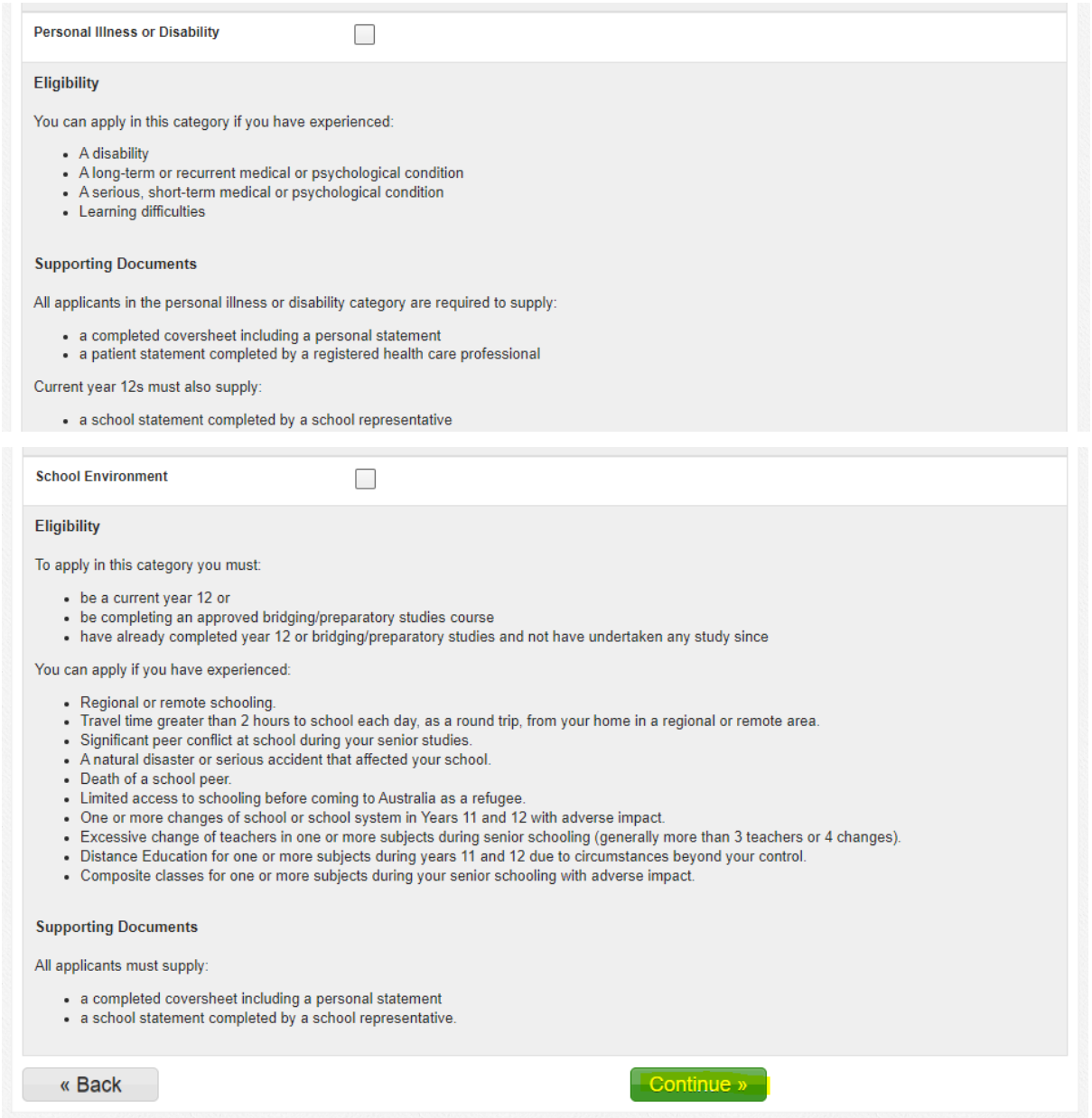
Supporting documents

QTAC requires:

- A completed coversheet including a brief personal statement describing your circumstances
- At least one supporting document independently confirming your claim

Depending on your case, supporting documents could include:

- A statement completed by your education provider
- A letter from your General Practitioner
- Medical/Insurance reports
- A Death Certificate
- A letter from your psychologist or counsellor
- Legal documents or a solicitor's letter
- Centrelink Documents
- A letter from a community organisation with knowledge of your situation
- A letter from the Department of Children, Youth Justice, and Multicultural Affairs



Personal Illness or Disability ☐

Eligibility

You can apply in this category if you have experienced:

- A disability
- A long-term or recurrent medical or psychological condition
- A serious, short-term medical or psychological condition
- Learning difficulties

Supporting Documents

All applicants in the personal illness or disability category are required to supply:

- a completed coversheet including a personal statement
- a patient statement completed by a registered health care professional

Current year 12s must also supply:

- a school statement completed by a school representative

School Environment ☐

Eligibility

To apply in this category you must:

- be a current year 12 or
- be completing an approved bridging/preparatory studies course
- have already completed year 12 or bridging/preparatory studies and not have undertaken any study since

You can apply if you have experienced:

- Regional or remote schooling.
- Travel time greater than 2 hours to school each day, as a round trip, from your home in a regional or remote area.
- Significant peer conflict at school during your senior studies.
- A natural disaster or serious accident that affected your school.
- Death of a school peer.
- Limited access to schooling before coming to Australia as a refugee.
- One or more changes of school or school system in Years 11 and 12 with adverse impact.
- Excessive change of teachers in one or more subjects during senior schooling (generally more than 3 teachers or 4 changes).
- Distance Education for one or more subjects during years 11 and 12 due to circumstances beyond your control.
- Composite classes for one or more subjects during your senior schooling with adverse impact.

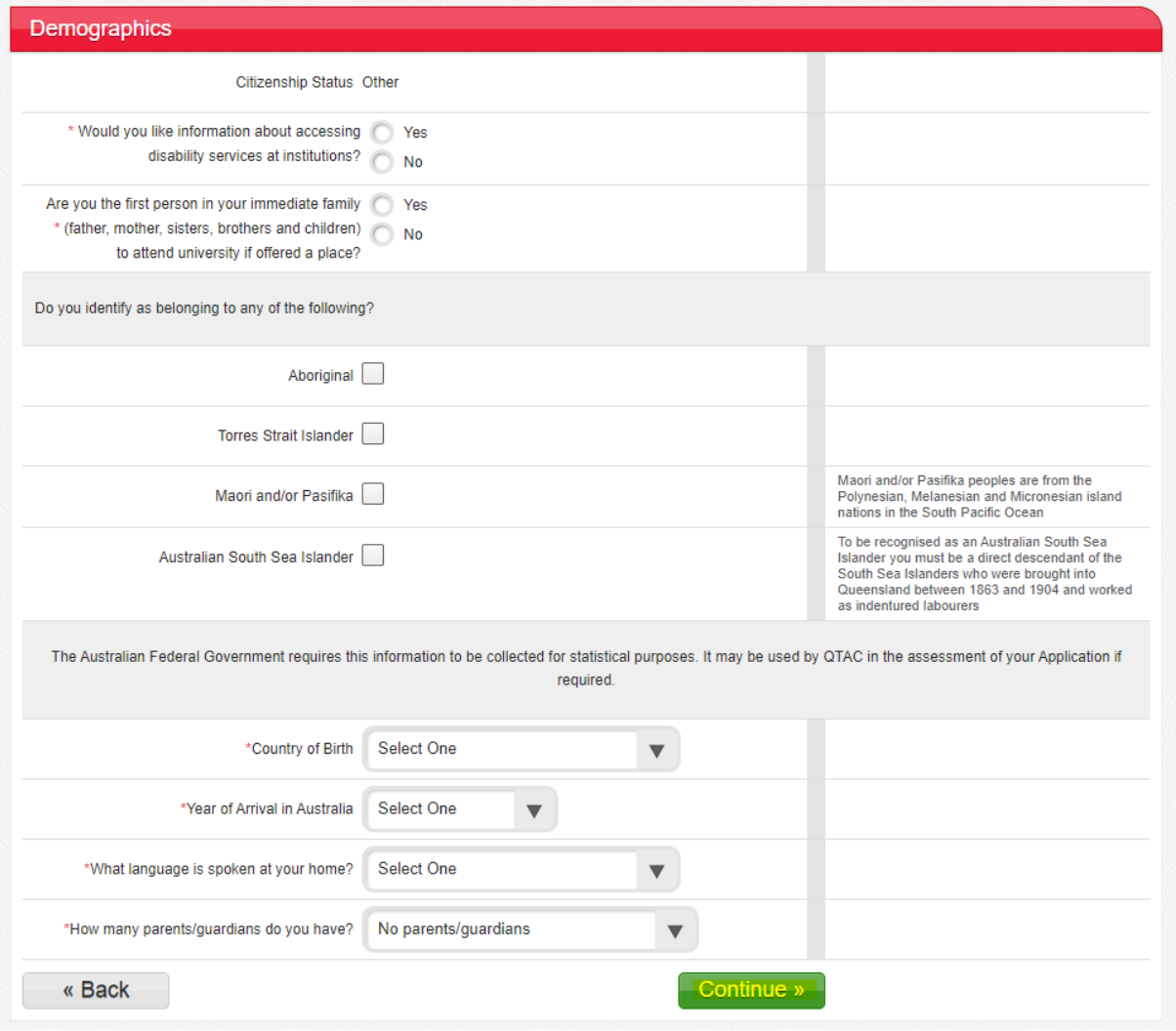
Supporting Documents

All applicants must supply:

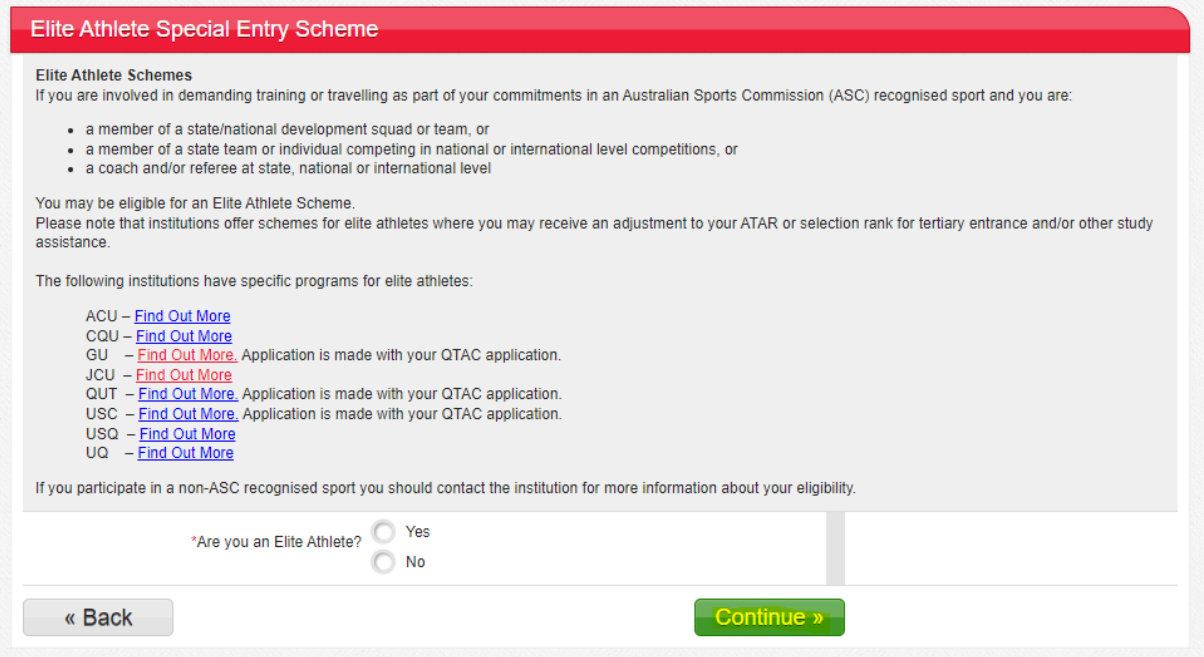
- a completed coversheet including a personal statement
- a school statement completed by a school representative.

« Back Continue »

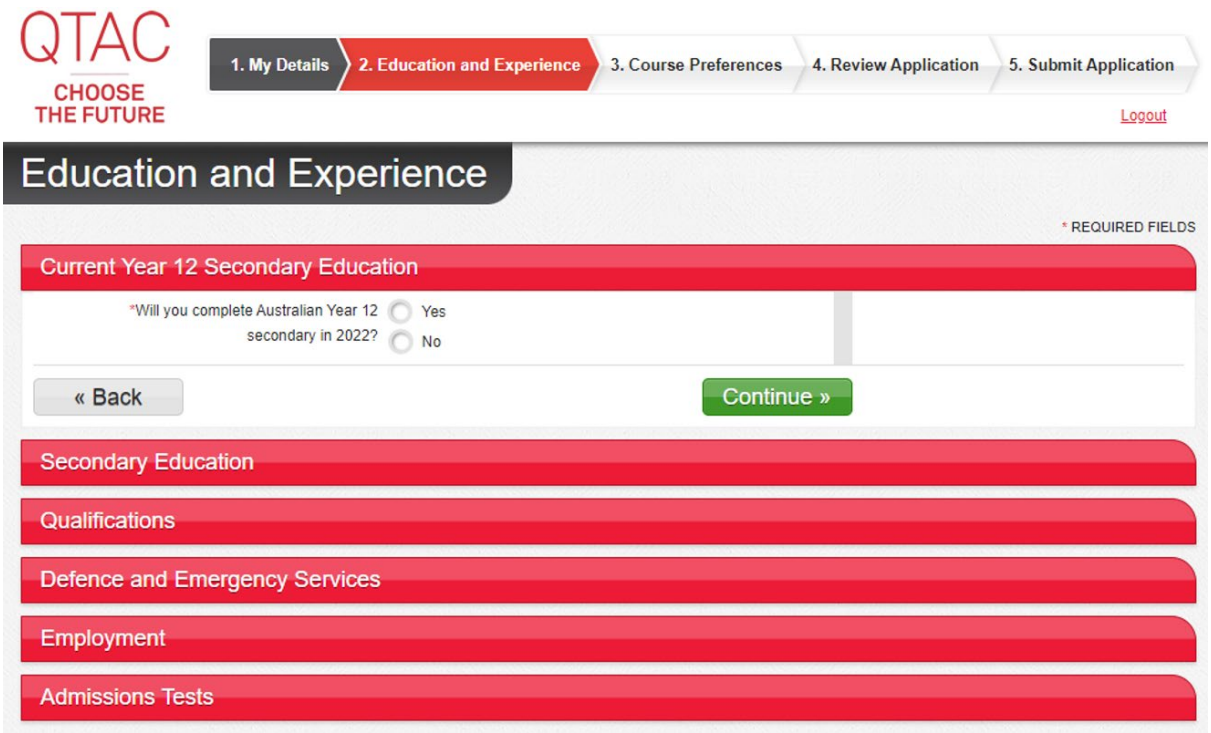
DEMOGRAPHICS



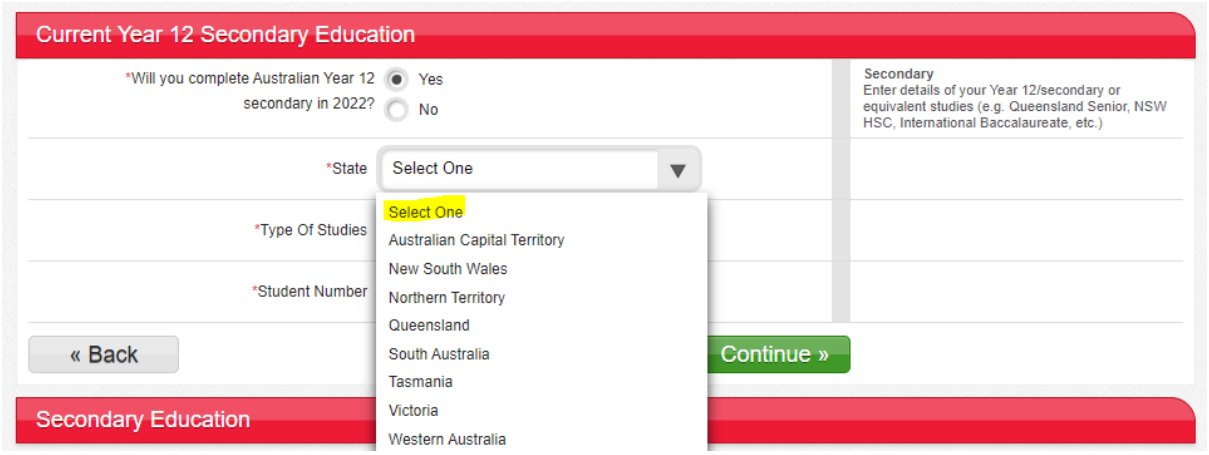
ELITE ATHLETE

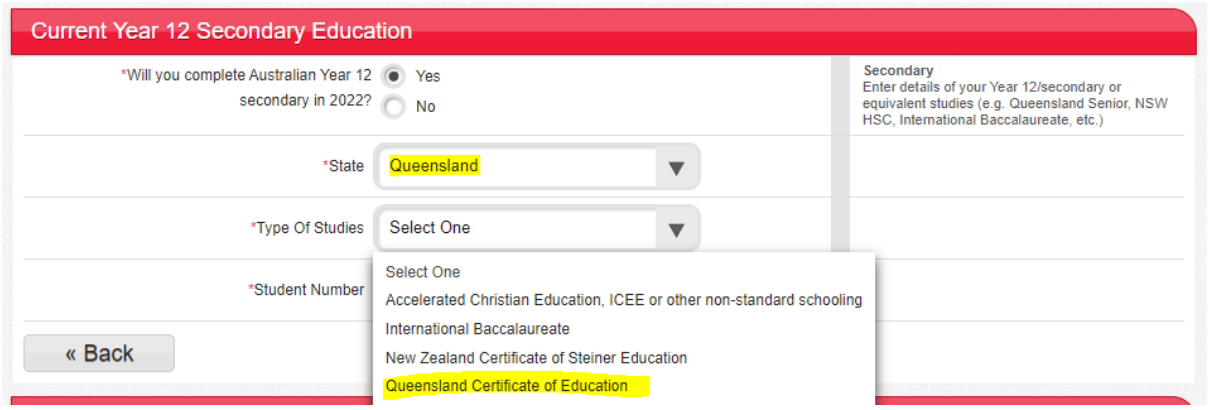


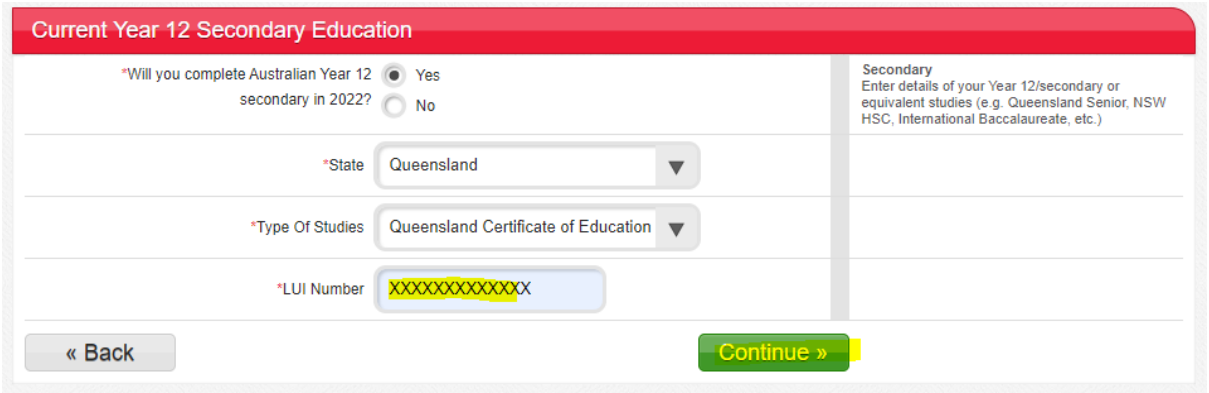
Education and Experience



CURRENT QUEENSLAND YEAR 12

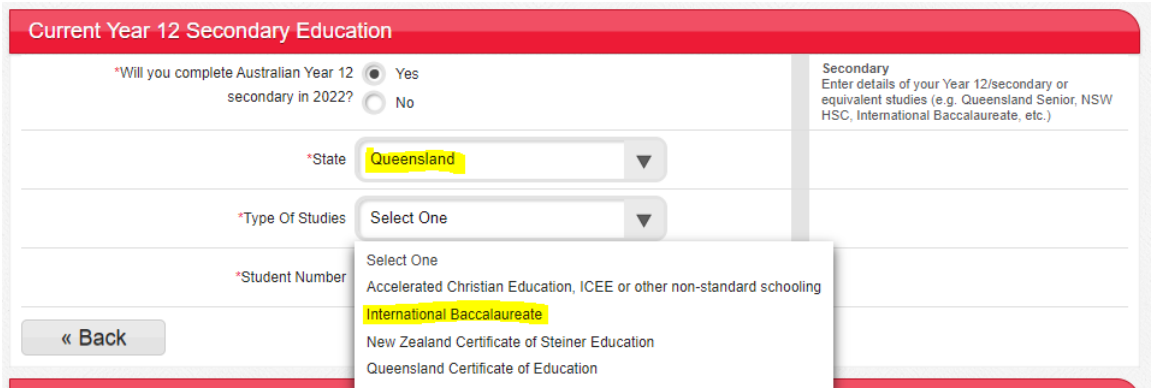


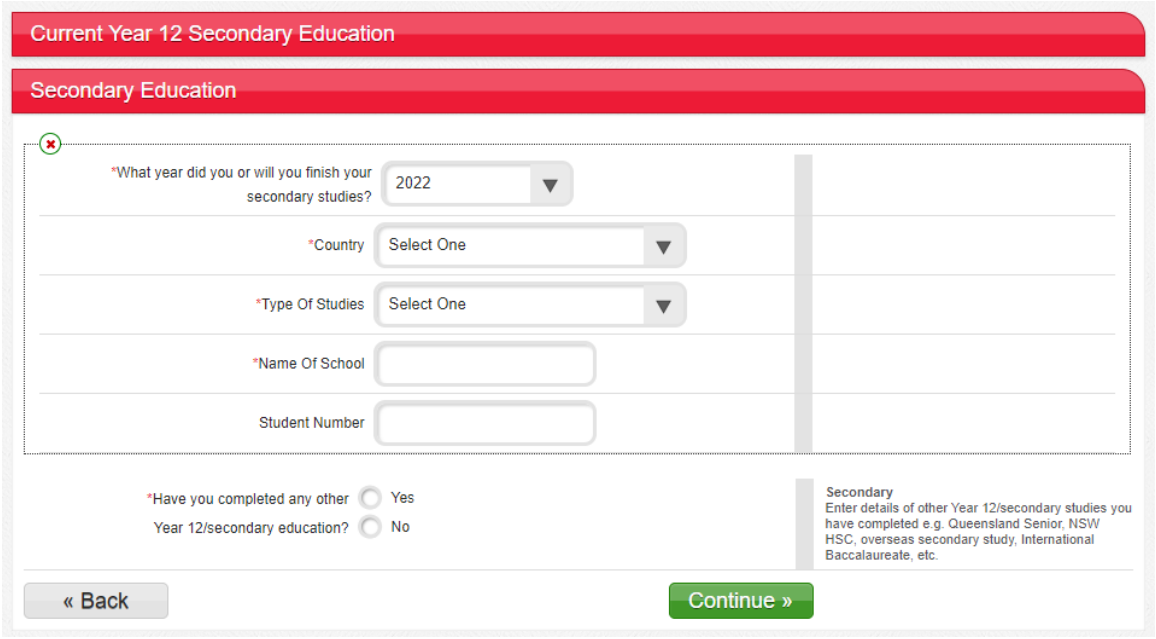




CURRENT QUEENSLAND INTERNATIONAL BACCALAUREATE (IB)

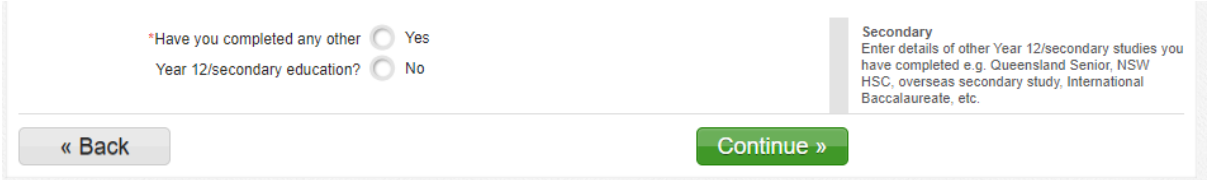
- If the applicant is an IB Student, the IB Number should be entered in the Student Number section, which consists of 3 letters followed by 3 numbers (e.g. HYN455).





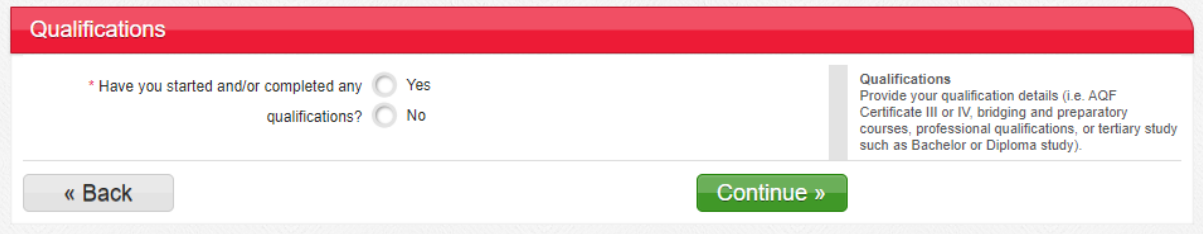
ADD OTHER SECONDARY EDUCATION

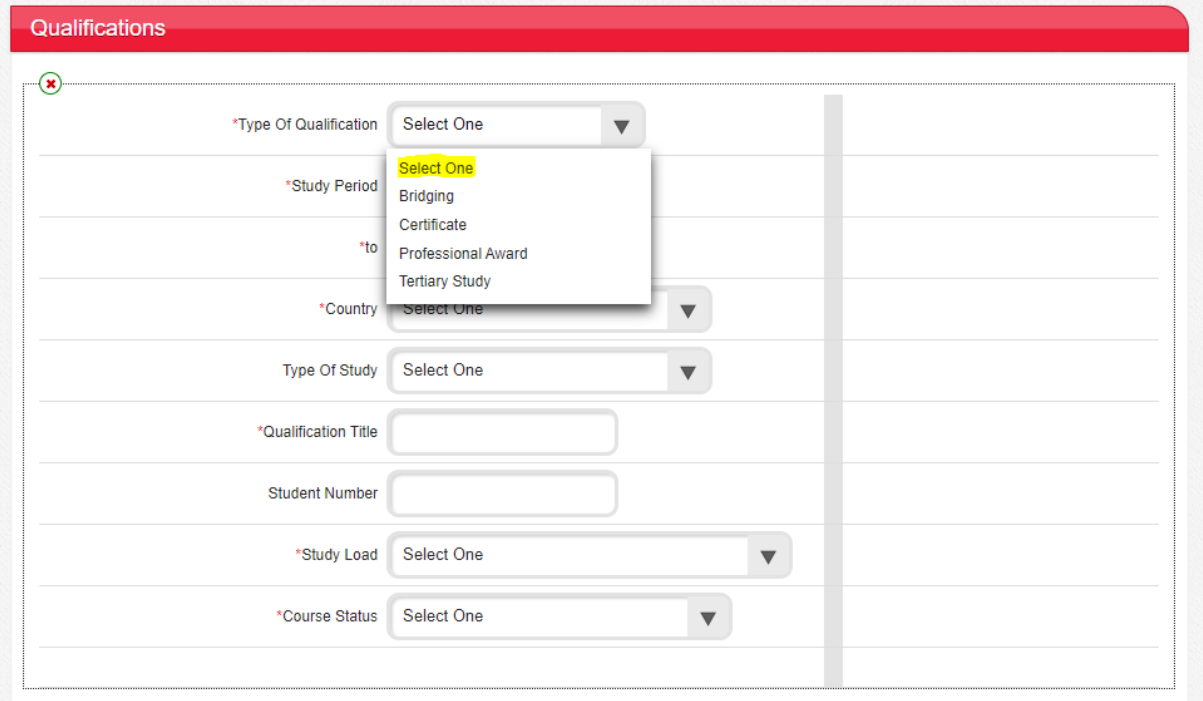
- If applicant selects YES then additional secondary education fields populate for entry, and the question will appear again.
- **The question must be answered before continuing with application.**



QUALIFICATIONS

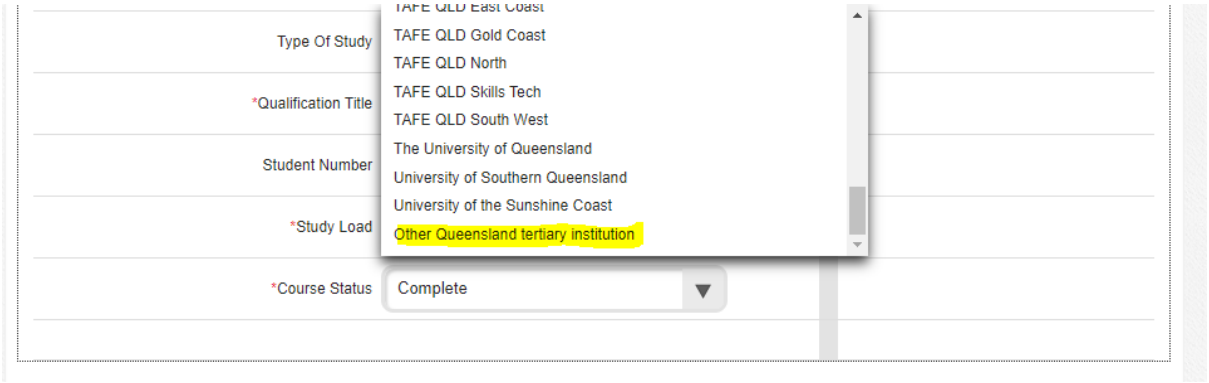
- This section can be completed by all applicants, including current Year 12.
- Applicants can enter qualifications for bridging, certificate, professional award, and tertiary study.





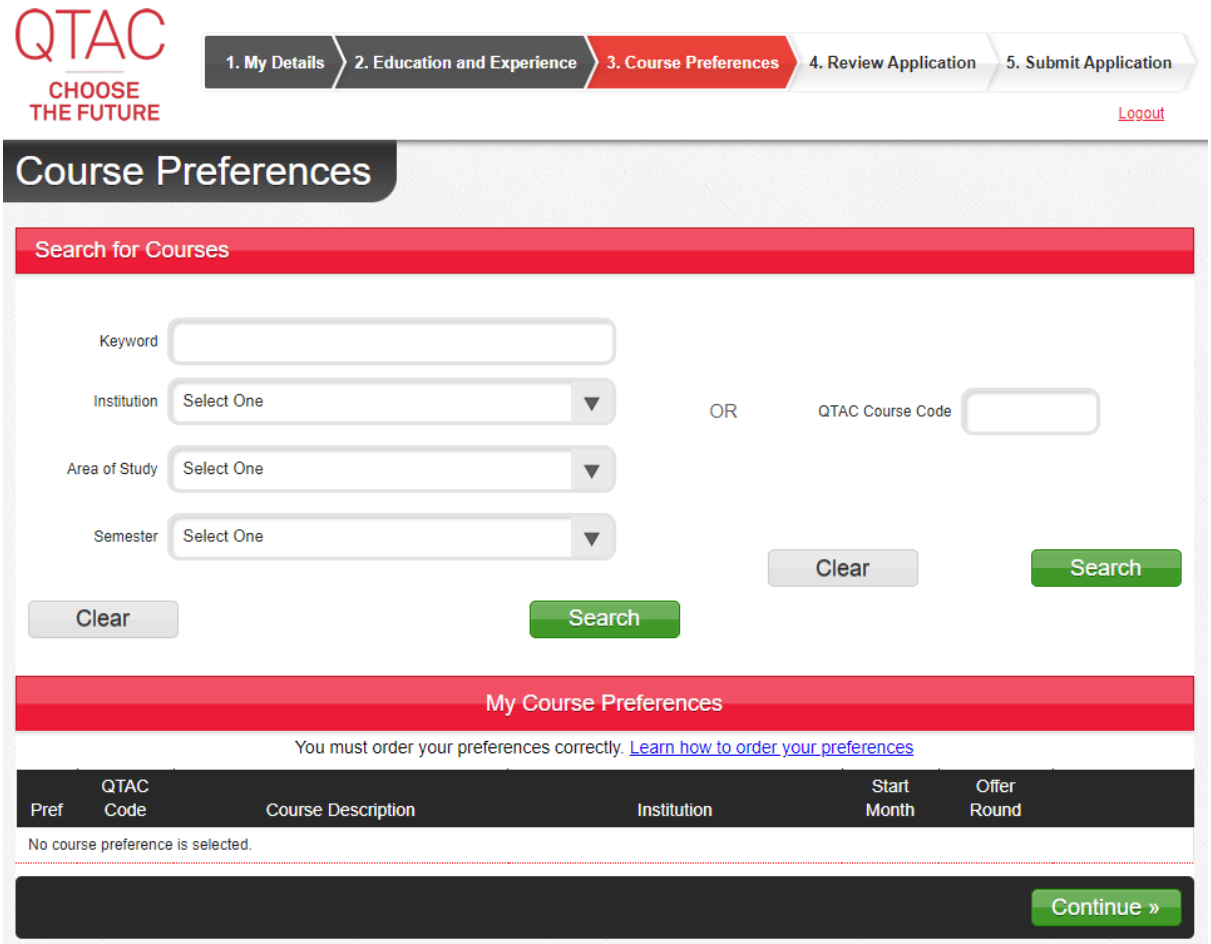
- If more than one Qualification needs to be added, select YES when prompted, and a pop-up box will appear to enter the additional Qualification.

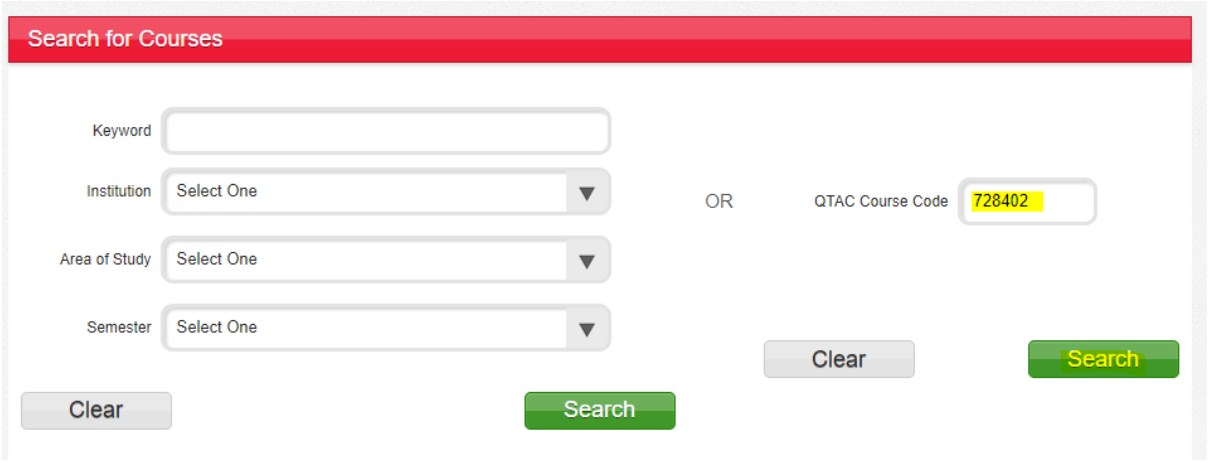
- If the institution name does not appear in the drop-down list, the applicant can select 'Other Queensland Tertiary Institution' and a field will appear where the institution name can be entered.

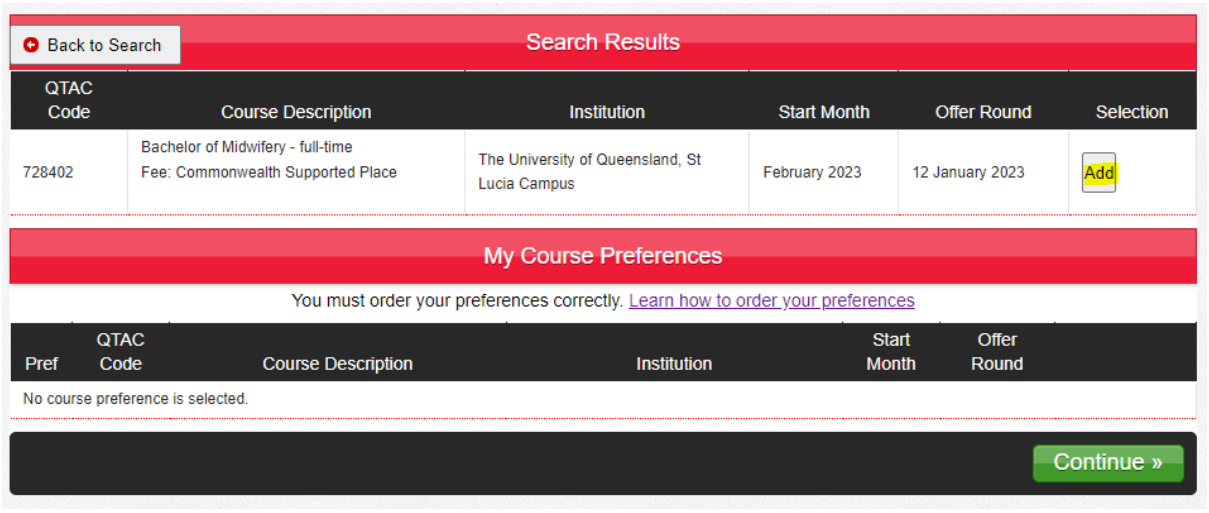


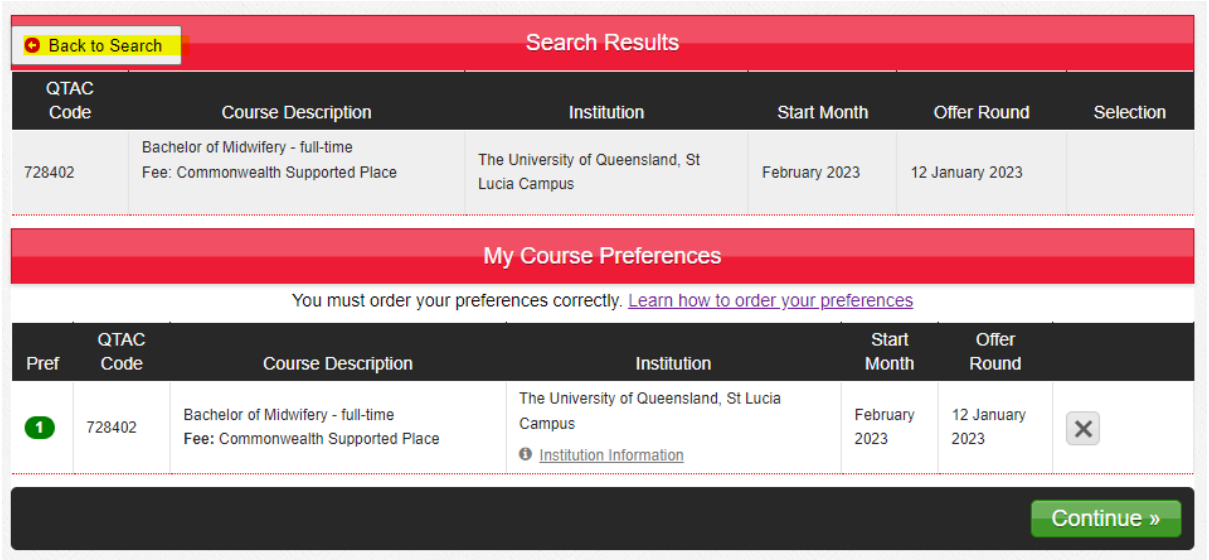
Course Preferences

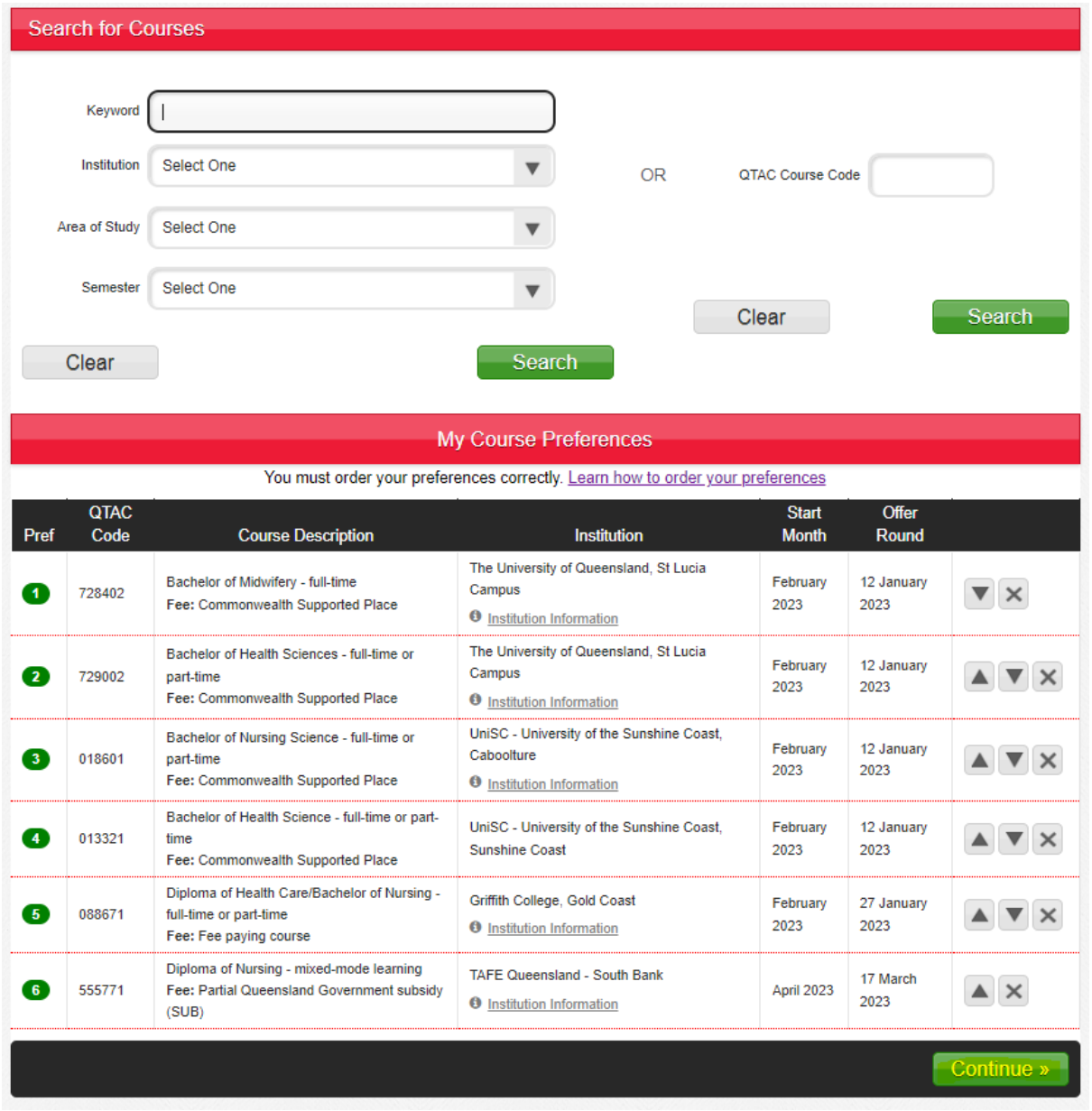
- Courses can be added by using the search function, or by entering the QTAC course code.



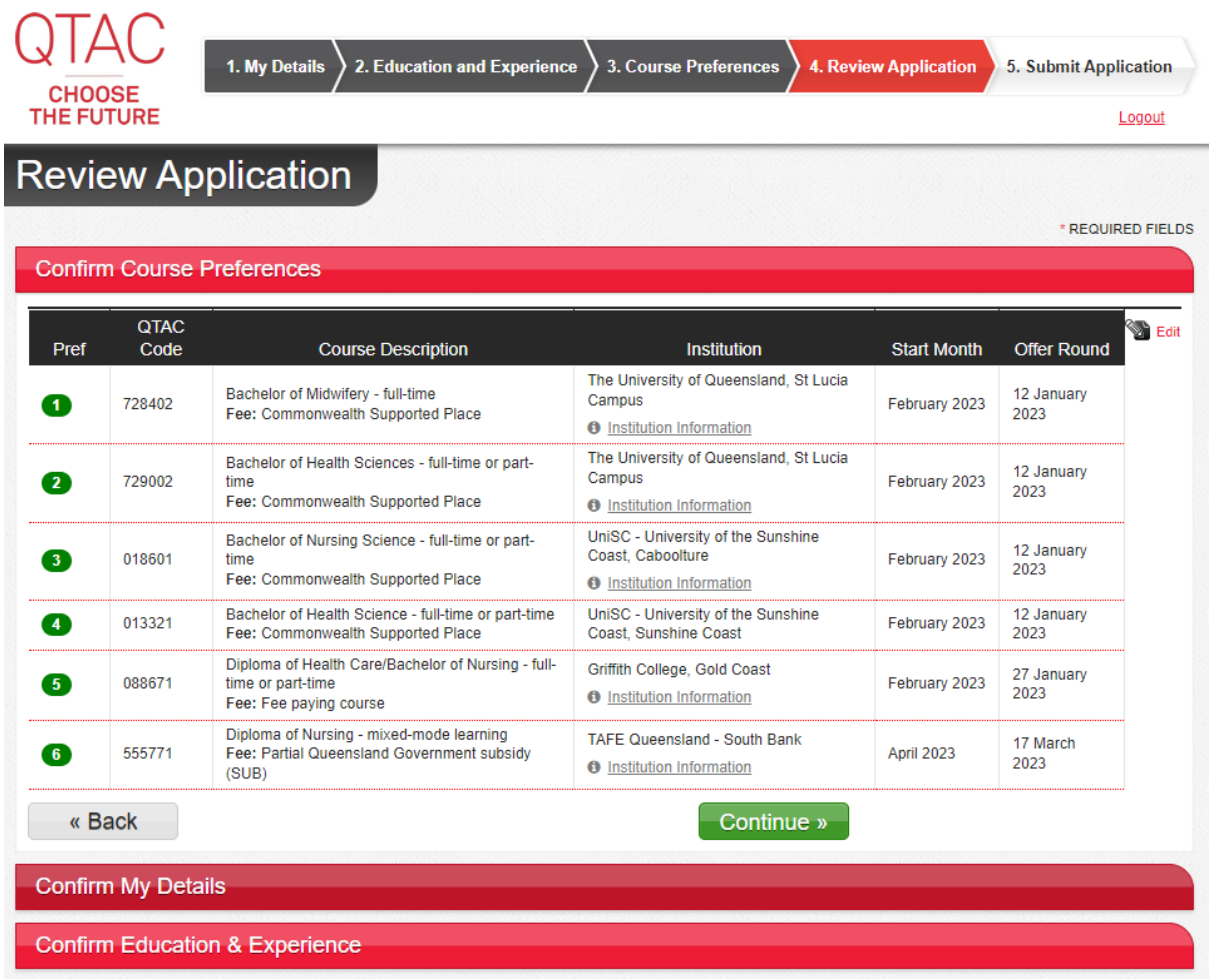

Search for Courses
Keyword
Institution
Select One
Area of Study
Select One
Semester
Select One
OR
QTAC Course Code
728402
Clear
Search
Clear
Search

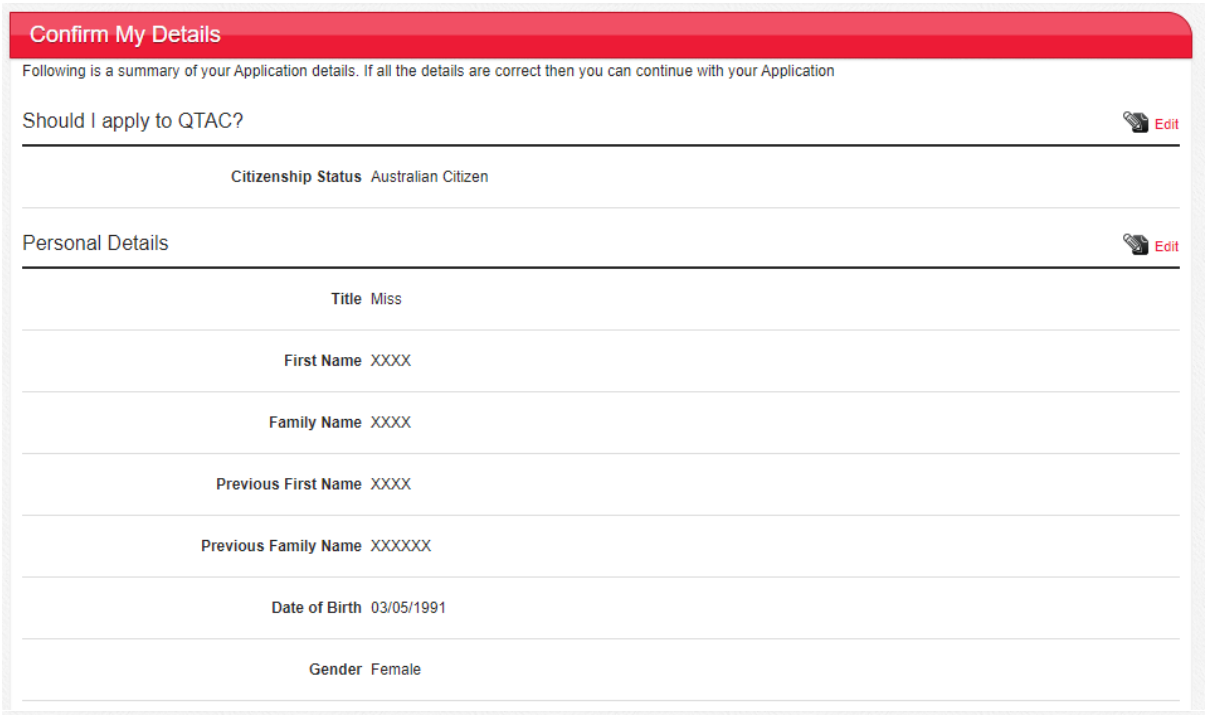

Back to Search
Search Results
QTAC Code
Course Description
Institution
Start Month
Offer Round
Selection
728402
Bachelor of Midwifery - full-time
Fee: Commonwealth Supported Place
The University of Queensland, St Lucia Campus
February 2023
12 January 2023
Add
My Course Preferences
You must order your preferences correctly. Learn how to order your preferences
Pref
QTAC Code
Course Description
Institution
Start Month
Offer Round
No course preference is selected.
Continue »


Back to Search
Search Results
QTAC Code
Course Description
Institution
Start Month
Offer Round
Selection
728402
Bachelor of Midwifery - full-time
Fee: Commonwealth Supported Place
The University of Queensland, St Lucia Campus
February 2023
12 January 2023
My Course Preferences
You must order your preferences correctly. Learn how to order your preferences
Pref
QTAC Code
Course Description
Institution
Start Month
Offer Round
1
728402
Bachelor of Midwifery - full-time
Fee: Commonwealth Supported Place
The University of Queensland, St Lucia Campus
Institution Information
February 2023
12 January 2023
Continue »


Search for Courses
Keyword
Institution
Select One
Area of Study
Select One
Semester
Select One
OR
QTAC Course Code
Clear
Search
Clear
Search
My Course Preferences
You must order your preferences correctly. Learn how to order your preferences
Pref
QTAC Code
Course Description
Institution
Start Month
Offer Round
1
728402
Bachelor of Midwifery - full-time
Fee: Commonwealth Supported Place
The University of Queensland, St Lucia Campus
Institution Information
February 2023
12 January 2023
2
729002
Bachelor of Health Sciences - full-time or part-time
Fee: Commonwealth Supported Place
The University of Queensland, St Lucia Campus
Institution Information
February 2023
12 January 2023
3
018601
Bachelor of Nursing Science - full-time or part-time
Fee: Commonwealth Supported Place
UniSC - University of the Sunshine Coast, Caboolture
Institution Information
February 2023
12 January 2023
4
013321
Bachelor of Health Science - full-time or part-time
Fee: Commonwealth Supported Place
UniSC - University of the Sunshine Coast, Sunshine Coast
February 2023
12 January 2023
5
088671
Diploma of Health Care/Bachelor of Nursing - full-time or part-time
Fee: Fee paying course
Griffith College, Gold Coast
Institution Information
February 2023
27 January 2023
6
555771
Diploma of Nursing - mixed-mode learning
Fee: Partial Queensland Government subsidy (SUB)
TAFE Queensland - South Bank
Institution Information
April 2023
17 March 2023
Continue »

Review Application





Confirm My Details

Following is a summary of your Application details. If all the details are correct then you can continue with your Application

Should I apply to QTAC?

Edit

Citizenship Status Australian Citizen

Personal Details

Edit

Title Miss

First Name XXXX

Family Name XXXX

Previous First Name XXXX

Previous Family Name XXXXXX

Date of Birth 03/05/1991

Gender Female

Confirm My Details

Following is a summary of your Application details. If all the details are correct then you can continue with your Application

Should I apply to QTAC?

Edit

Citizenship Status Australian Citizen

Personal Details

Edit

Title Miss

First Name XXXX

Family Name XXXX

Previous First Name XXXX

Previous Family Name XXXXXX

Date of Birth 03/05/1991

Gender Female

Confirm My Details

Following is a summary of your Application details. If all the details are correct then you can continue with your Application

Should I apply to QTAC?

Edit

Citizenship Status	Australian Citizen

Personal Details

Edit

Title	Miss
First Name	XXXX
Family Name	XXXX
Previous First Name	XXXX
Previous Family Name	XXXXXX
Date of Birth	03/05/1991
Gender	Female

Addresses

Edit

Street Address	123 Smith Street
Country	Australia
Suburb or Town	BRISBANE
State	QLD
Postcode	4001
Postal Address Same as Residential Address	☑
Permanent Residence Country	Australia
Permanent Residence Postcode	4001

Contact Details

Edit

Mobile Phone Number	0400000000
Email Address	XXXX@live.com.au

USI (Unique Student Identifier)

Edit

USI	PS2377A9HS

UCAT ANZ ID Number

Edit

UCAT	

English Language Proficiency

Edit

Is English your first language?	No
Have you undertaken senior secondary schooling or tertiary study for at least one year that was delivered using English?	No
Have you undertaken an English language proficiency test in the last 2 years?	No
Are you sitting an English language proficiency test after submitting this application?	No

Allow Permission

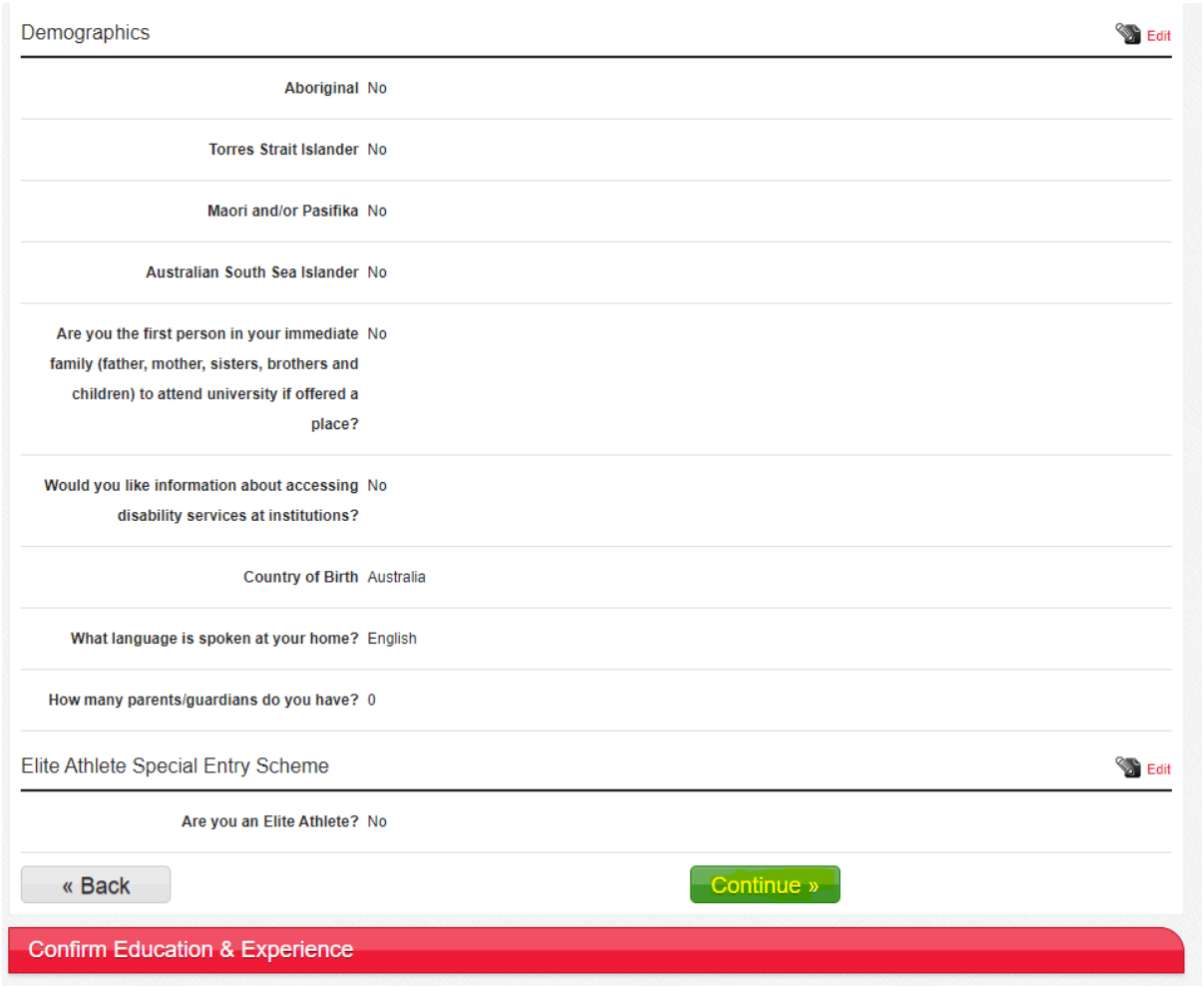
Edit

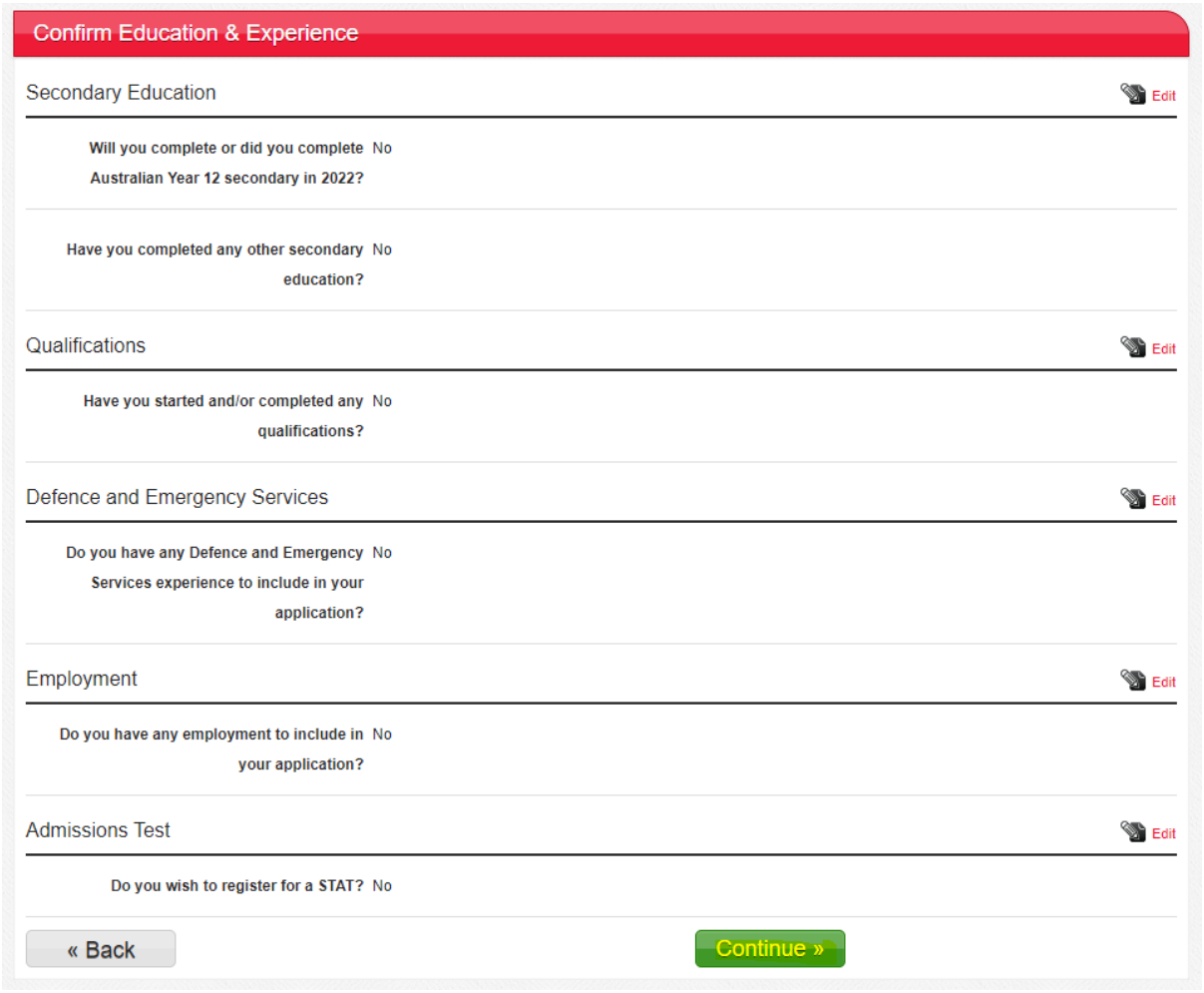
Give permission to another person to contact QTAC about your application	No

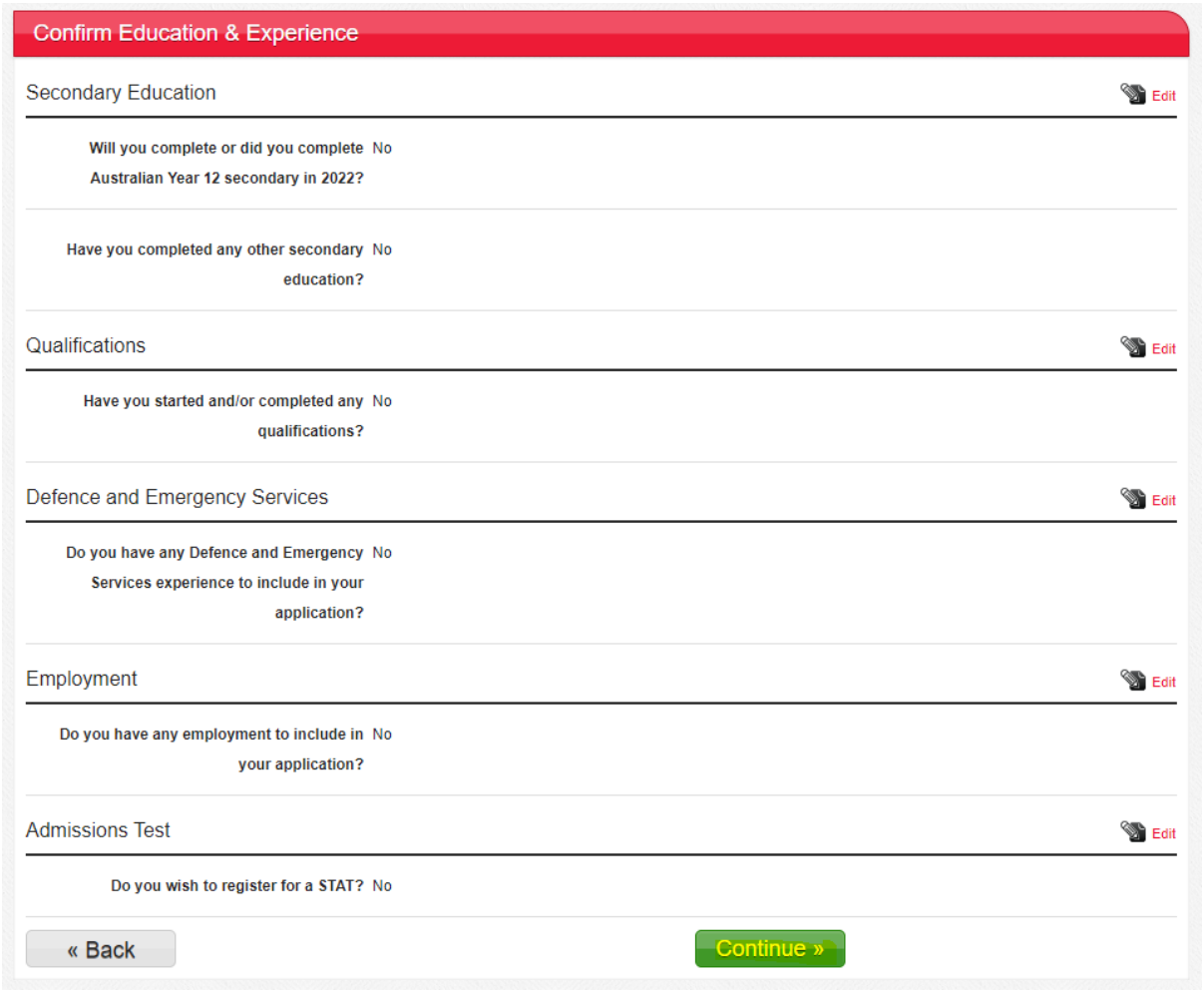
Educational Access Scheme

Edit

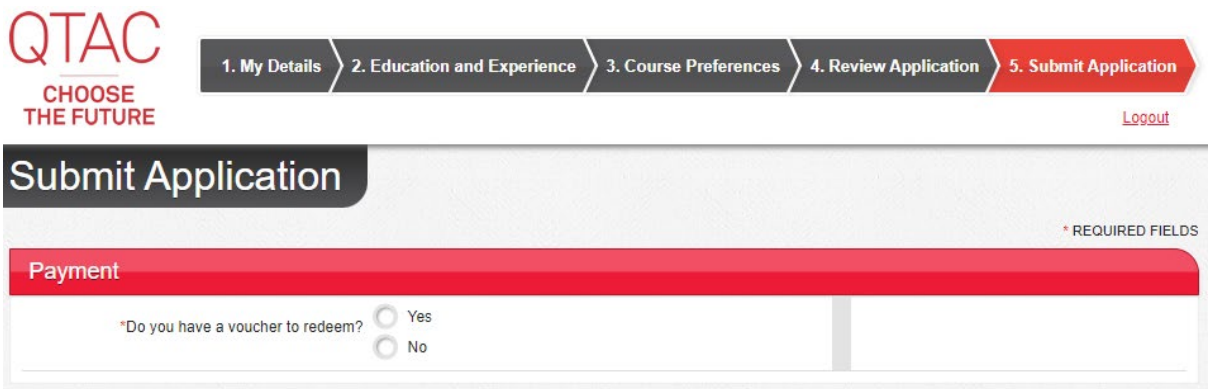
English Language Difficulties?	No
Financial Hardship?	No
Home Environment and Responsibilities?	No
Personal Illness or Disability?	No
School Environment?	No

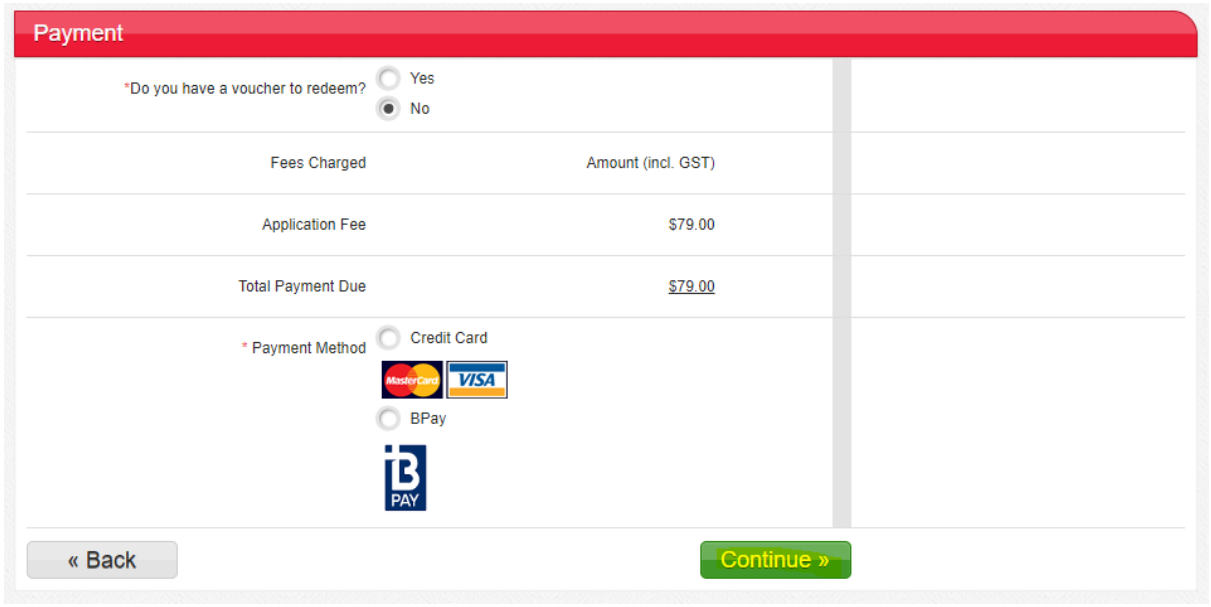

Demographics
Edit
Aboriginal No
Torres Strait Islander No
Maori and/or Pasifika No
Australian South Sea Islander No
Are you the first person in your immediate family (father, mother, sisters, brothers and children) to attend university if offered a place? No
Would you like information about accessing disability services at institutions? No
Country of Birth Australia
What language is spoken at your home? English
How many parents/guardians do you have? 0
Elite Athlete Special Entry Scheme
Edit
Are you an Elite Athlete? No
« Back
Continue »
Confirm Education & Experience

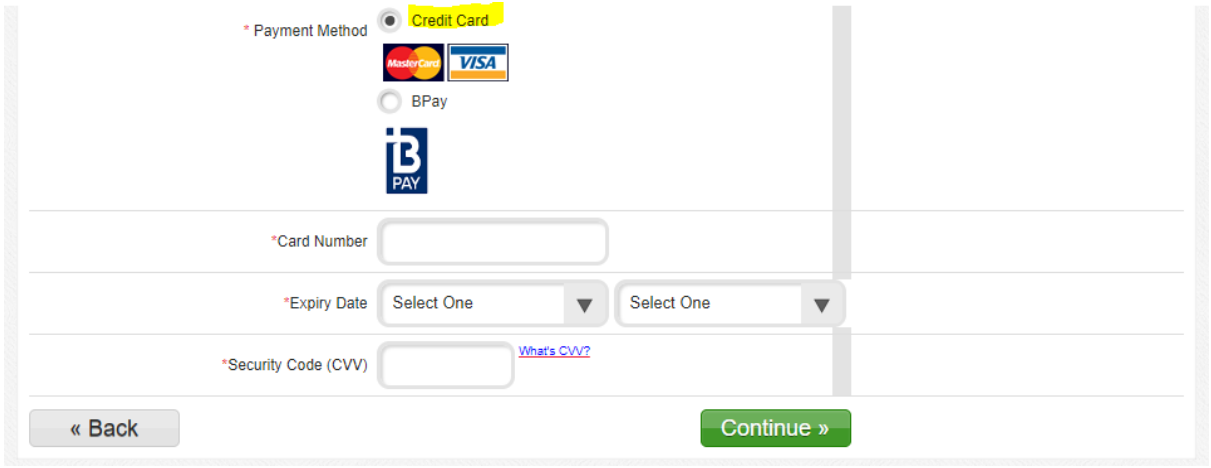

Confirm Education & Experience
Secondary Education
Edit
Will you complete or did you complete Australian Year 12 secondary in 2022? No
Have you completed any other secondary education? No
Qualifications
Edit
Have you started and/or completed any qualifications? No
Defence and Emergency Services
Edit
Do you have any Defence and Emergency Services experience to include in your application? No
Employment
Edit
Do you have any employment to include in your application? No
Admissions Test
Edit
Do you wish to register for a STAT? No
« Back
Continue »

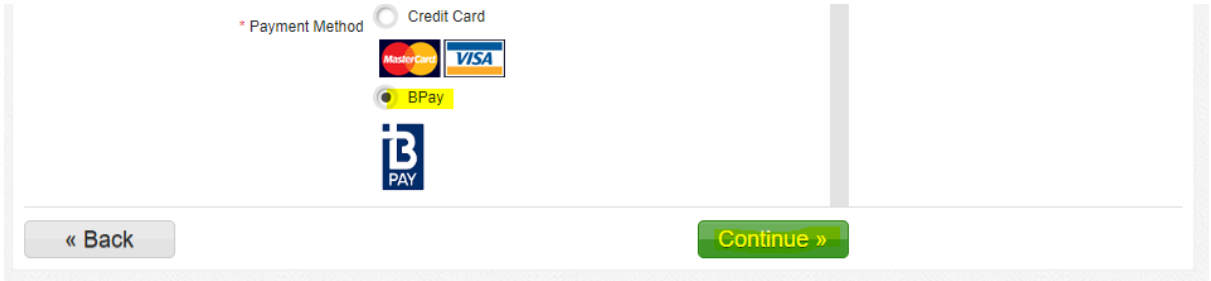


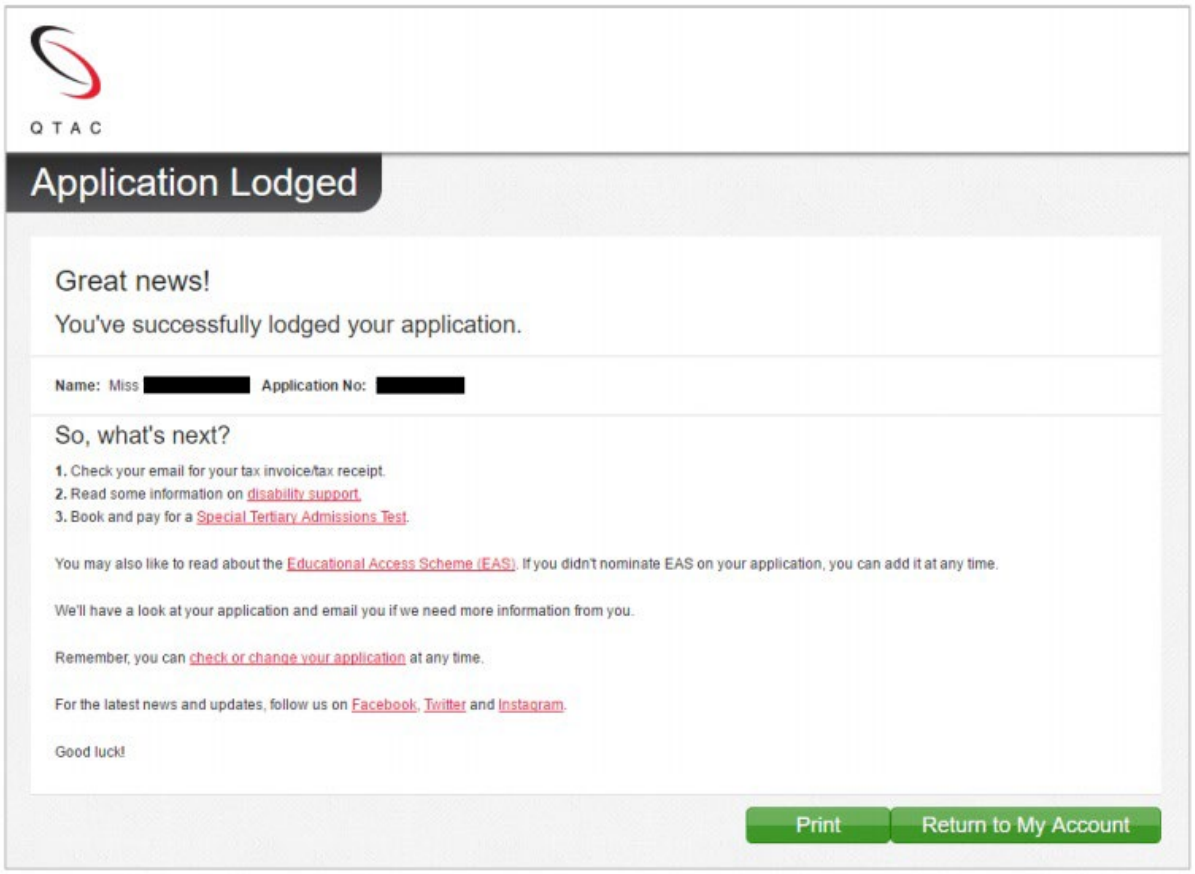
Submit Application




Payment
*Do you have a voucher to redeem?
Yes
No
Fees Charged
Amount (incl. GST)
Application Fee
$79.00
Total Payment Due
$79.00
* Payment Method
Credit Card
BPay
« Back
Continue »


* Payment Method
Credit Card
BPay
*Card Number
*Expiry Date
Select One
Select One
*Security Code (CVV)
What's CVV?
« Back
Continue »


* Payment Method
Credit Card
BPay
« Back
Continue »

Application Lodged

- The confirmation of lodgement page is displayed differently for credit card and BPay.
- If the applicant nominated that they would like information on disability support, the link is displayed on the lodgement page.
- If the applicant nominated that they would like to sit a Special Tertiary Admissions Test (STAT), the link is displayed on the lodgement page.