

QMS Online**Section:** 2. Client engagement system**Page:** VTAC Special Entry Access Scheme (SEAS)**Version:** 1**Creation Date:** 26/07/10, 12:55**Print Date:** 06/08/2010

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VTAC Special Entry Access Scheme (SEAS)

The special entry access scheme (SEAS) is an umbrella scheme for applicants applying for courses via the Victorian Tertiary Admission Centre (VTAC), who have experienced educational disadvantage.

SEAS plays a role in the selection of VTAC applicants into courses listed in the VTAC Guide, and enables extra consideration to be granted in the selection of students for course entry at Box Hill Institute. It is not however used as a replacement for course entry requirements. Consideration of SEAS may relax some aspects of the specific entry requirements, but not exempt them.

Box Hill Institute will provide all prospective students who have applied for a position in a Box Hill Institute course listed in the VTAC Guide with a fair and equitable selection process that includes the consideration of extenuating circumstances of disadvantage, in the following VTAC categories:

- Difficult circumstances
- Disadvantaged financial background
- Applicants from rural or isolated areas
- Disability or medical condition
- Refugee background

The Institute's Disability Action Plan also provides an additional framework for staff in the selection of students with a disability into Box Hill Institute courses, and supports the provision of equity and consideration in the selection process.

All students applying for SEAS must still complete the Extra Requirements for a course as detailed in the VTAC Guide, regardless of their subsequent SEAS application. However, fulfilment of all course eligibility requirements (with or without SEAS), does not guarantee an offer.

Extra Requirements that still must be completed regardless of a student's subsequent SEAS application, may include additional application tasks specific to a course, such as attending an interview, audition or information session, sitting a test, submitting a folio, completing an additional Institute specific supplementary application form, or completing the general VTAC Pi (Personal Information) form.

<p>Applicants must lodge their SEAS application through VTAC once their initial course application is also lodged. Application lodgement is made via VTAC's online application system (MyInfo).</p>	
<p>Application steps</p> <ol style="list-style-type: none"> 1. Applicants must first register with VTAC online using MyInfo, and submit a VTAC course application in order to access the SEAS application, within the required VTAC timelines. 2. Applicants should then complete their SEAS application online, using MyInfo, within the required VTAC timelines. 3. Applicants may be required to also submit documentary evidence by mail to support their SEAS application, depending on the SEAS category under which they are applying. Documentary evidence must be certified photocopies accompanied by the appropriate VTAC coversheet for the SEAS category under which they are applying. VTAC coversheets are also downloadable from VTAC's system using MyInfo. 4. VTAC undertake an assessment of the SEAS application, and will assign a rating to indicate the level of disadvantage and its impact on education, based on all information provided. 5. VTAC then make the rating available to Box Hill Institute selection officers for applicants with a Box Hill Institute course listed on their preference list. 6. The Institute Registrar ensures that VTAC Selection Officers are aware of their obligations to take the SEAS application into consideration when selecting students into Institute courses. 7. Applicants are informed of the outcome of their course application in line with standard VTAC offer processes. 	<p>Applicants</p> <p>Applicants</p> <p>Applicants</p> <p>VTAC</p> <p>VTAC</p> <p>Registrar & VTAC Selection Officers</p> <p>VTAC</p>

Linked Files:

[BHI Disability Action Plan 2010-2012 \(Version 1.2010\)](#) [313 KB]

[Student Selection Policy and Procedure \(Version 1.2010\)](#) [530 KB]