

VET Student Loans STUDENT ENTRY PROCEDURE

The following entry procedure is for students applying to access a VET Student Loan in order to study a Diploma or Advanced Diploma course with Unity College Australia.

1. Read the Course Outline for the study program/course in which you wish to enrol:
 - a. The outline will be available from the local training centre on their website and/or directly from their training site.
 - b. The outline will contain information specific to that course including general and academic entry requirements, course content and outcomes, costs, delivery and assessment arrangements.
2. Check the Schedule of Tuition Fees posted on the Unity College website for the relevant Training Centre and course:
http://www.unity.edu.au/media/pdf/schedule_of_tuition_fees.pdf
3. Read the information about VET Student Loans on the Unity College website at <http://www.unity.edu.au/en/more-info/need-financial-help> and on the Study Assist website at <http://studyassist.gov.au/sites/StudyAssist/> including the VET FEE-HELP information booklet
4. Complete and submit an Application Form before any specified closing date indicating your intention to apply for VET Student Loans to pay for the course
5. Provide authentic evidence of any required documents or material in terms of:
 - a. Personal identification documents, including a USI (Unique Student Identifier number)
 - b. Prior study or experience to meet course pre-requisites or entry requirements
6. Attend an interview/audition (if required)
7. Attend a VET Student Loans information session either before or at time of enrolment. At this meeting further details about the course and the VET Student Loans process, including invoicing, census dates and course withdrawal, will be provided.
8. You will be required to sign a VET Student Loans Enrolment Enquiries Checklist verifying that you have received, read and understood information about the course, VET Student Loans and alternative payment options before you proceed to apply for a VET Student loan.
9. Provide evidence of Language, literacy and numeracy (LLN) skills – either:
 - a. Senior Secondary Certificate of Education awarded by an agency or authority of an Australian State or Territory for the student's completion of year 12, OR
 - b. Completion of studies at AQF Certificate IV level or above in English, OR
 - c. Competence in LLN at the Australian Core Skills Framework (ACSF) Exit Level 3, in both reading and numeracy. The evidence for this is the successful completion of the government-approved Core Skills Profile for Adults (CSPA) test. This test will be made available to students through Unity College Australia.
 - Evidence must be provided that the test was completed by the course applicant, with honesty and integrity.
 - Results of the test will be reported to the student as soon as practicable after the assessment, and may be reported to the Secretary of the Department of Education and Training on request.
10. An offer of a place in the course and access to VET Student Loans will require:
 - a. An assessment that you are academically suited to the course;
 - b. Satisfying entry requirements for the course set out in the course outline
 - c. Evidence of satisfactory Language, literacy and numeracy skills

- d. Evidence of sufficient funds in your VET Student Loans account
11. You are deemed enrolled when you accept the offer of a place in the course.
 12. You can apply for a VET Student Loan by electronic lodgement of an eCAF form after 2 full business days (48 hours) have passed since you have been enrolled.
 13. You will receive an invoice notice at least 14 days prior to each census date for your course. This notice will specify the amount which will be debited against your VET Student Loans balance. You have until the census date to withdraw from your course without penalty.

If you have any questions about this entry procedure please contact the Unity College office on 02-61610050 or via the college website <http://www.unity.edu.au/en/contact-us>