
INSTITUTE OF
CREATIVE ARTS
+ TECHNOLOGY

ENROLMENT + FAQ
DOMESTIC STUDENTS

2023

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STUDENT ADMISSIONS + ENROLMENT

How Do I Apply?

1. Enquire – Submit an enquiry through our website or Book an Appointment
2. Interview – Complete an interview with our Admissions Team. This can be done via. phone appointment, campus tour or open day,
3. Apply – Our Admissions Team will provide you with an application form after your interview.
4. Letter of Offer – Successful applicants will be sent a letter of offer via. email.
5. Acceptance – Applicant signs and returns the Letter of Offer accepting their place at ICAT.
6. Confirmation – Once acceptance has been received your Confirmation of Enrolment will be issued.

Non-Year 12 applicants

Applicants who are applying based on a recent Vocational Education & Training (VET) study or Higher Education study or Work & Life Experience must submit the following:

- VET Certificate IV or higher obtained in the last 2 years or
- Relevant higher education qualification within the last 5 years or
- A 500-word Personal Statement outlining work and life experience that also addresses their achievements, experience, knowledge and communication skills.

What are the Entry Requirements?

BACHELOR COURSES

Year 12 applicants and recent high school graduates

Current Year 12 students and recent high school graduates must provide evidence of successful completion of Year 12 to gain entry in one of ICAT's bachelor degrees.

No ATAR is required for entry into our courses.

Non-Year 12 applicants

Applicants who are applying based on recent Vocational Education & Training (VET) study or Higher Education study or Work & Life Experience must submit the following:

- VET Certificate IV or higher obtained in the last 2 years, or
- Relevant higher education qualification within the last 5 years or
- A 300-500 word Personal Statement outlining work and life experience that also addresses their achievements, experience, knowledge, and communication skills.

DIPLOMA COURSES

Year 12 applicants and recent high school graduates

There is no ATAR requirement for our diploma courses however applicants must provide evidence of having completed an Australian Senior Secondary Certificate (Year 12) within the last 2 years.

STUDENT ADMISSIONS + ENROLMENT

Can I take a break from my course to travel overseas?

You can suspend your enrolment to take a leave of absence, for example to travel, for up to a maximum of 12 months. If you want to suspend your enrolment for a longer duration, you will be required to withdraw from the course and re-apply when you are ready to recommence your study.

Applications to suspend your enrolment should be made no later than five working days before Census Date to avoid academic and/or financial penalty.

What is the longest time I can take to complete a course?

How long you take to complete your course of study at ICAT depends on a number of factors such as the duration of your course, your study load, your academic progression and if you take any time away from our studies. Generally, the maximum number of subjects you can take per trimester is four (for a full-time study load) and the minimum number of subjects per trimester is two (for a part-time study load).

What is a census date?

Census Dates are the official deadline for finalising your enrolment and fees without incurring any academic and/or financial penalties. For example, if you wish to withdraw your enrolment or change to a part-time study load, you must do so before the relevant Census Date to avoid a 'Withdrawn Fail' on your academic transcript and incurring a fee liability for those subjects.

Each trimester has its own Census Date and these listed in the Academic Calendar and Student Handbook.

Can I defer the start of my course?

You can defer the start of your course for up to a maximum of 12 months. If you want to defer for a longer duration, you will be required to withdraw from the course and re-apply when you are ready to recommence your study at ICAT.

Applications to defer your enrolment should be made before Census Date to avoid academic and/or financial penalty.

Can I enrol in two courses of study at the same time?

You are only allowed to enrol in one course at a time, however you may transfer courses.

If I enrol as a full-time student, can I change to part-time study after I've started the course?

You may change your study load from full-time to part-time, and vice versa, during your studies. However, to avoid academic and/or financial penalty, you should make any changes to your enrolment prior to Census Date for that trimester.

COURSE CREDIT + RPL

I have completed subjects at another institution. Can I get credit towards my course at ICAT?

If you have studied at a university or other tertiary institution, you may be eligible for course credit for the subjects you have completed. This is known as Recognition of Prior Learning (or RPL) and may result in course credit via the grade 'Advanced Standing'. Advanced Standing recognises your previous study and may reduce the number of subjects required to complete your course.

What is the maximum amount of credit I can get from prior study towards a course at ICAT?

The maximum number of subjects for which exemption (course credit) may be granted is 50% of the total credit points of your course at ICAT.

How do I apply for course credit?

You apply for course credit by submitting an Application for Course Credit and attaching the following documents for the subject/s you are seeking exemption from:

Academic transcript(s) of previous courses of study including year completed and grades attained

Subject outlines and/or course description including information on learning outcomes.

Applications for course credit should be made before Census Date to avoid academic and/or financial penalty.

I completed a Diploma course at ICAT, can I get credit if enrol now into an ICAT Bachelor Degree?

If you passed all twelve subjects of an ICAT Diploma course, you may then articulate into an ICAT Bachelor Degree course. The maximum number of subjects for which credit may be granted is 12 subjects, but this depends on the Diploma you completed and the Bachelor Degree you are enrolling into.

Can I go on to study a Bachelor Degree after I finish my Diploma?

After successful completion of your diploma you can articulate into a bachelor degree at ICAT with only one extra year of full-time study.

You may also apply for enrolment to any university undergraduate course, however, please note that your diploma does not guarantee automatic entry.

Please contact the individual universities to obtain details of application and possible exemptions.

Does the College help me with University applications?

We can assist in providing all the relevant information for you to continue your education path into university. The application process is your responsibility, but we'll help you where possible.

Do ICAT graduates find jobs after they finish their course?

Many of our graduates find jobs soon after graduation and some are offered work as a result of their internships.

EARLY OFFERS

Early Offer Program

Year 12 students can apply for early admission to ICAT's Bachelor level programs for the Sydney and Melbourne Campuses. For further information on the selection criteria and how to apply [click here](#).

To apply for our early entry offer, please [click here](#).

FEES + PAYMENT

What are the course fees?

Course fees are listed on the individual course website pages and in the 2023 Course Brochure.

How can I pay my course tuition fees?

You can elect to pay your course tuition fees one of three ways, either:

- Upfront on invoice
- Via the FEE-HELP loan system
- Or a combination of both.

How can I make my tuition fee payment upfront?

We accept the following upfront payment options:

Credit Card: Complete a Payment Authority Form to authorise payment by credit card.

Electronic Transfer: Please include your name as the reference when transferring funds electronically to the following bank account:

Bank: National Australia Bank (NAB)

BSB: 082057

Account No: 199594482

Account Name: Macleay College Pty Ltd

Can I pay my tuition fees by instalment?

Your tuition fees are charged and payable each trimester making it three equal instalments each year. Tuition fee payment is due by Census Date each trimester.

Do I get a discount if I pay my fees upfront?

There is no discount for upfront fee payment.

Can I pay my tuition fees by FEE-HELP?

Yes, ICAT is an approved FEE-HELP Provider.

How do I apply for a fee refund?

You can apply for a refund of fees paid up front or recredit of your FEE-HELP balance by submitting an Application for Fee Refund with the Registrar before Census Date.

The college [Tuition Fee Refund Policy for Domestic Students](#) contains important information about the process to obtain a fee refund.

Do I have to pay extra fees if I fail a subject?

If you are required to repeat a subject, then you will be charged at the current fee schedule.

Does ICAT have tuition fee protection assurance coverage?

Yes, ICAT is covered by TAFE Directors Australia Tuition Assurance Scheme (Higher Education) which ensures tuition protection for students enrolled in a course of study at ICAT.

INTERNSHIPS

What's the benefit of the internship program?

ICAT students develop professional and practical skills through our industry-recognised placement program, where they benefit from the College's ongoing relationships with hundreds of industry partners.

The internships help you to develop informed insights and build valuable experience in the workplace. You'll be learning about the value of planning and preparation and its effect on your initial job search and subsequent career progression.

Graduating students who have a paid or unpaid internship on their résumé have a much better chance at landing a full-time position upon graduation. Not only is it a great way to 'test-drive' the industry you want to work in, it can also help determine what you don't want to do as a career.

Interning is also fantastic for making professional and personal contacts, finding a mentor, learning new skills and building up a CV.

What's involved in the internship program?

Students undertake the compulsory work experience under the guidance of industry supervision generally for one to two days a week throughout the trimester.

The internship program also includes interview experience and the creation of relevant career application documents (e.g. resumés, cover letters etc).

Do I get paid for it?

It varies. Some companies offer paid internships although typically internships are unpaid.

Does ICAT assist in securing each internship?

We constantly receive offers from employers in the media, business and accounting industries requesting interns. Our lecturers are industry practitioners and can assist you to find work placement in an area of your interest. It is recommended you select the internship of most interest to you and make an application.