

U@Uni Academy Admissions to UTS Frequently Asked Questions

List of acronyms

CSP	Commonwealth Supported Place A Commonwealth supported place (CSP) is a place at a university or higher education provider where the government pays a part of your fees called a 'subsidy amount' directly to the uni and you pay for the other part called the 'student contribution'. The 'subsidy amount' is not a loan, and you don't have to pay it back. The portion of the fees that you pay can be paid upfront or it can be deferred onto a HECS-HELP loan.
HECS-HELP	Higher Education Contribution Scheme - Higher Education Loan Program HECS-HELP is an Australian Government loan scheme for eligible students enrolled in a Commonwealth supported place (CSP) to help you pay for the 'student contribution' amount of your degree. Your HECS-HELP is an interest-free loan and is repaid to the government through your taxes and when you are earning an income, even if you are still studying, above a certain threshold. For the 2022-23 income year the threshold is \$48,361. The compulsory repayment threshold is adjusted each year. You can find more info about this here: https://www.studyassist.gov.au/help-loans-commonwealth-supported-places-csps/student-contribution-amounts
DFEE	Domestic fee-paying
EFTSL	Equivalent Full Time Study Load
SSAF	Student Services and Amenities Fee

Glossary

Census date the last date to withdraw from a subject without academic penalty and financial liability

Course means an award course, short form of learning or non-award study or any part of such program of study offered by UTS into which students are admitted and may include single subjects or time-based study in which students are enrolled.

Subject means a self-contained unit of study that is approved by a Faculty Board. If a subject is a component of an award course, it is normally allocated a specified number of credit points as a measure of the workload for that subject

Bachelor Degree A course of study with learning outcomes at Level 7 of the Australian Qualifications Framework. The Bachelor degree qualifies individuals who apply a broad and articulate body of knowledge in a range of circumstances to undertake professional work and as a pathway for further learning.

Canvas Canvas contains subject information, and most importantly, it includes information about what you need to do to pass the course and when you will need to submit each assessment item.

Getting your offer

When will I receive my offer to study at UTS?

Offers are released on November 11.

How do I accept my offer?

To accept your offer go to [My Student Admin](#). For help with using My Student Admin to accept your offer, see the [guide to enrolling](#).

For further instructions on what to do, refer to your letter of offer.

When is the last day to accept my offer?

Autumn session – 6 March

I've accepted my offer, what do I do now?

The next step is to enrol in your subjects for first year.

Can I defer my offer?

Yes, once you receive an offer as part of the U@Uni Academy you will be eligible to request a deferral as per standard guidelines. Check out the [Deferring your course commencement webpage](#) for information on deferring.

Enrolling in your degree

How do I know what subjects to enrol in?

View the [UTS Handbook](#) and select your course area
Select undergraduate courses
Find and select your degree
Select and view your course program.

How do I create my timetable?

Before enrolling into subjects check the [Timetable Planner](#) to see when each of your subjects is scheduled and to ensure you are not choosing subjects which have timetable clashes.

How do I enrol in subjects?

1. You enrol in subjects, via [My Student Admin](#). See our [enrolling in subjects](#) web page
2. For help with using My Student Admin to enrol in subjects, see the [Academy Enrolment Guide](#).
3. If you require any further assistance, please watch the [How to enrol in subjects](#) video.

I'm having trouble enrolling, where can I get help?

Call or visit the Student Centre.
Location: Building 10, Level 2, Phone: 1300 275 887

When is the last day to enrol in subjects?

The last date to enrol is on the 6th of March which is in week 3 of the Autumn session. You will be required to catch up on the 2 weeks you have missed.

When's the last day to withdraw from subjects without penalty?

The last date to withdraw is on the census date. The census date for Autumn session is 22 March 2023.

What is a USI and how do I get one?

The USI is a 10-character alpha-numeric code and is a requirement of the Australian Government for all students undertaking tertiary study. It is:

- Your individual education number for life.
- Provides you access to your online record of your studies undertaken in Australia.
- Required to get Commonwealth financial assistance and your qualification.

You can create or find your USI at usi.gov.au/students

Starting at UTS

How much are course fees?

All UTS students pay tuition fees for their studies. The exact amount of tuition fees that you will pay depends on two factors:

1. Are you a domestic or international student and
2. The course and subjects you are enrolled in.

You can find out how much your course costs by checking the [UTS Course Fees Calculator](#).

What is the [Services and Amenities Fee \(SSAF\)](#)?

All students are required to pay a Services and Amenities Fee (SSAF) per session you are enrolled in. The SSAF provides services and non-academic services for students such as counselling, financial advice, food services, sporting, student advocacy, and legal services. The fee per sessions are:

- \$163 for full-time students, or
- \$81.50 for part-time students

What other costs should I be aware of?

Textbooks and extra course materials (software, building materials, fabrics, notebooks) are not covered by the tuition fees so keep this in mind. Also, consider the cost to travel to university. For financial assistance please visit the [Financial Assistance Programs website](#).

How do I pay my fees?

To pay your course fee, Australian citizens, New Zealand citizens with a Special Category Visa, and holders of an Australian Permanent Humanitarian Visa can either:

- pay the course fee up-front,
- receive a HECS-HELP loan for all of the course fee, or
- pay some of the course fee up-front and receive a HECS-HELP loan for the balance.

If you are a Permanent Resident of Australia, International student, or a New Zealand citizen*, then you must pay all of the course fee upfront.

*If you are a New Zealand citizen who is also a Special Category Visa (SCV) holder, and you meet the requisite residency criteria, you may be eligible to [access HELP loans](#).

How do I apply for a Government HELP scheme (HECS-HELP, SA-HELP)?

All CSP students must submit a 'Request for Commonwealth support and HECS-HELP' form, regardless of their payment option (including upfront payers). This form must be submitted prior to the census date of the first session period of your course enrolment.

The Commonwealth Assistance Form can be submitted online via [My Student Admin](#)

When are my fees due?

Tuition fees for the Autumn Semester are due on the 8th of March 2023.

Are there scholarships that I can apply for?

Yes, UTS offers scholarships that you can apply for. To determine whether you can apply for a particular scholarship, you need to consider your individual circumstances against the specific eligibility criteria of the scholarship.

You can find scholarship using the [UTS Scholarships Finder website](#)

You may also be eligible for one or several of UAC's Equal Access Scholarships (EAS), which assist students experiencing financial hardship and other forms of educational barriers. You can find them here: www.uac.edu.au/equity

Other Important Information

Where can I find important UTS dates?

You can view the [UTS academic year dates](#) (e.g. session key dates) in the [UTS Handbook](#).

How do I get my student ID card?

Step 1: You will need a photo of yourself

Step 2: Upload your photograph via the [CaptureME portal](#)

Step 3: Check your UTS student email for updates

Your ID card will be posted to your preferred address in My Student Admin. If you do have an address within Australia, your ID card will be taken to the UTS library for collection.