

PROVIDING A STATEMENT OF SUPPORT

If you are an applicant who needs to supply a statement of support for their SEAS or scholarship application, give this fact sheet to the responsible person you have chosen to write you a statement of support so they understand what is required of them.

What is SEAS?

The person who gave you this sheet is applying for special consideration under the Special Entry Access Scheme (SEAS) and/or scholarships as part of their application for tertiary study through VTAC (the Victorian Tertiary Admissions Centre). SEAS allows an applicant to receive special consideration when applying for courses, to compensate for circumstances, events, or conditions beyond their control that have negatively affected their education or, in the case of financial disadvantage, their daily life. Scholarships are also available for similar circumstances.

Why is my statement needed?

For some categories of SEAS and some scholarships, a statement of support is needed to corroborate the information supplied by the applicant. The form sent to you by the applicant may indicate that it is for use with both SEAS and scholarships applications.

Am I the right person to provide a statement of support?

A statement of support must be from a relevant responsible person. This means someone who:

- Is 21 years of age or older;
- Has known the applicant for at least 12 months or for the entire duration of the circumstances, whichever is shorter
- Is not related to the applicant by birth, marriage, or de facto relationship, and
- Does not live with the applicant.

For applications under Category 3 (Disability or Medical Condition), the relevant responsible person must be a health practitioner who meets the above conditions. As well as meeting the official requirements above, you should also have first-hand knowledge of the circumstances and their impact. If you are only hearing about the circumstances for the first time now, it's likely there is a more closely related person who would be better placed to provide the statement of support.

What should I include in my statement?

Be as concise as possible about the circumstances or condition and focus primarily on the impact on the applicant's education or, in the case of financial disadvantage, their daily life. Include a timeline and be as specific as possible about the impact. The applicant has already written their own impact statement, and you may wish to view this before writing your statement of support.

Do **not** include an overly detailed description of the circumstances or description - the limit for this section is 500 characters. Focus instead on the educational impact. Do **not** supply lengthy medical reports, photographs, x-rays, or other technical information.

Privacy and confidentiality

All sensitive information is collected and used in accordance with VTAC's Privacy Policy. A statement of support that you supply online will not be automatically visible to the applicant, however may be released to them on request if required by law, or under your own organisation's privacy policy.

How do I provide my statement?

You can provide your statement one of two ways:

Online

Give the applicant your email address. From their VTAC account, they can generate a one-time login which will be sent to you by email. You can then type your statement of support directly into the application.

Scanned document

Type your statement of support onto the VTAC template supplied. The applicant can then supply it to VTAC by uploading a scanned copy. If you are unable to access the VTAC template, you can provide a statement on your professional letterhead that cites the applicant's condition or circumstance, duration and impact on education or, in the case of financial disadvantage, their daily life.