Overview

Virtu Design Institute Pty Ltd trading as Virtu Institute (Virtu) supports the concept of equal opportunity and is committed to providing all staff, students and potential students with a working and learning environment which values diversity, respects differences and provides an environment that is safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination.

Definitions

For the purposes of this document the following applies:

The Act refers to the Higher Education Support Act 2003

Student/s refers to all persons enrolled in a unit of study with Virtu and who are, or would be entitled to VET FEE-HELP or VET Student Loans assistance under clause 43 of Schedule 1A of the Act; and

Potential Students refers to all persons seeking to enroll in a VET unit of study that meets the course requirements under sub clause 45(1) of Schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP or VET Student Loans assistance under clause 43 of Schedule 1A of the Act.

1. Fair Treatment

1.1 Virtu will treat fairly all students and potential students.

2. Student Selection

2.1 Virtu has open, fair and transparent procedures, based on merit for making decisions about:

a) the selection, from among potential students; and
b) the treatment of students.

2.2 Potential students seeking to enroll in a VET unit of study with Virtu, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same published entry requirements and through the same process.

2.3 The above undertakings do not prevent Virtu taking into account, in making decisions about the selection and treatment of students or potential students, educational disadvantages that a particular student or potential student has experienced or the fact that the student or potential student may be enrolled via a VET restricted access arrangement.

2.4 Applicants must be at least 18 years of age when they commence the course.
2.5 Course Entry Requirements
The entry requirements of all Virtu courses are listed on the Virtu website www.virtuinstitute.edu.au and further advice can be sought from the Virtu Administration Manager and Registrar on registrar@virtuinstitute.edu.au
Prospective students wishing to access VET Student Loans will be required to also fulfil the eligibility requirements of the VET Student Loan scheme. See http://www.education.gov.au/vet-student-loans/vet-student-loans-applicants

3 Virtu Selection and Enrolment Process
Step 1. The student completes the online Enquiry/Application form and submits it online to Virtu
Step 2. Face-to-face and/or Skype interview for questions to determine the students suitability against the published criteria
Step 3. The applicant is required to upload to the Virtu website their online Enrolment Form and agree to the Terms & Conditions of enrolment, upload their academic and personal identification documents in digital format. A Virtu staff member will assess these documents and confirm their receipt.
Step 4. Successful applicants will be sent a formal acceptance of their application. Unsuccessful applicants will be advised of the reasons why they have not been offered a place in the course, their right to appeal the decision, and information on how to access the appeals process
Step 5. Successful applicants who wish to access VET Student Loans (VSL), a ZIP Money loan or a Virtu Scholarship will make application for the funding. (Note: Applications for VSL can only be made 2 days after the Virtu enrolment form is completed)
Step 6. Virtu confirms the student's enrolment and provides information on course commencement and student induction and sends the student an invoice if there are fees to be paid.

4. Publication
4.1 This Fair Treatment and Equal Benefits and Opportunity Policy will be made available to students and potential students through publication on the website: www.virtuinstitute.edu.au.