

# Application advice and FAQs

## How do I apply for a course?

You apply online, directly from the course page. Find your course [here](#), double check it's the course for you, then click HOW TO APPLY. Read the information about what documentation you require and then start your application.

If you don't finish your application in one sitting, you can log back in later and complete it.

## Each course has different fee options. How do I know what the cost is?

Your individual circumstances such as your age, education and the course you wish to study, will determine what fee you pay. There are four possible fee levels:

- 1 **Free** (Free TAFE for Priority Courses),
- 2 **Concession** - you must hold a current healthcare or pension card,
- 3 **Standard** - if you don't hold a current healthcare or pension card, and
- 4 **Full Fee** - if you don't meet the eligibility criteria or you are an international student.

[Find out more about fees and eligibility criteria here.](#)

## Is there a concession rate for short courses?

Concession rates are not available for most short courses.

## What is a Green ID and how do I get one?

Green ID verifies your proof of citizenship. You can apply for a Green ID [here](#).

## Do I need to show you my Concession card and how do I do this?

In order to claim a concession on tuition fees, we are required to validate your concession card. This can be done when you apply online by providing your Customer Reference Number (CRN) and card expiry date. Alternatively you can present your card in person at Customer Service. [See campus maps](#)

## Once I complete my application, how will I know if I've been accepted into the course? What else do I need to do?

Once you have applied, we will access your application and advise of the next steps. You will be required to complete an online Language, Literacy and Numeracy (LLN) test. Once this has been completed and all required documentation provided, we can advise whether you have a place in your course.

This communication can take some time during peak application periods. The offer round dates are listed in the IMPORTANT DATES table in every course listing. These provide an estimate (worst case scenario) of when you will be contacted. We are often able to contact you sooner.

## What is LLN and how do I do this?

The LLN is the Language, Literacy and Numeracy test which is part of the application assessment process. After you have completed the online application you will be sent a link to access the test.

Please email [admissions@gordontafe.edu.au](mailto:admissions@gordontafe.edu.au) if you have issues with the link or you would like to re-sit the LLN. They will advise if this is possible.

## Can I re-sit my VSL test?

Please email [admissions@gordontafe.edu.au](mailto:admissions@gordontafe.edu.au) and request to re-sit your VSL. They will advise if this is possible.

## What is a USI and how do I get one?

A Unique Student Identifier (USI) is needed for new or continuing students when enrolling in nationally recognised training in Australia, including apprenticeship, skill set, certificate or diploma courses. You can apply for a USI [here](#).