

## COURSE OR UNIT OF STUDY WITHDRAWAL APPLICATION (VE/FE)

### A07

Complete and sign this form to withdraw from your course or unit(s) of study. Please read the information and instructions below carefully before you complete the details on the reverse.

#### INSTRUCTIONS

- You must advise your teaching department of your intention to leave the course or unit of study. Alternatively you can complete a leave of absence (LOA) application.
- If you want to change your study load by withdrawing from a unit of study(s), contact your Course Coordinator or teacher.
- The department staff will print the withdrawal form to include your enrolment details.
- If you are withdrawing from your course, please indicate the main reason.
- You need to indicate the units of study from which you wish to withdraw.
- If you have enrolled at another institution, you must attach proof of enrolment.
- This form must be authorised by your Teaching Department.
- If you are an international student, you must advise the VU International office of any change to your study load.
- While you may apply to withdraw from the course/unit of study at any time, the department is authorised to refuse withdrawal if the assessment for the units has been completed.

#### REFUND INFORMATION

- VU International can provide assistance to Onshore International students.
- For other courses (e.g. short courses, fee for service) contact your department.

#### FOR STUDENTS STUDYING AT CERTIFICATE LEVELS 1 – 4

If you have withdrawn from your Course or any unit(s) of study, the table below will help you work out if you are eligible for a refund. If you are transferring to another institution within 4 weeks of the course start date, you are eligible for a full refund. Proof must be provided with the application.

TYPE OF FEE	Before course start date	After course start date	Before refund date (4 weeks after course start date)	After refund date (4 weeks after course start date)
TUITION FEES	Full refund	Minimum tuition fee retained unless you are taking up a place at another institution	Minimum tuition fee retained unless you are taking up a place at another institution	No refund
MATERIALS FEES	Full refund	<ul style="list-style-type: none"> <li>Full refund student has not received materials fees</li> <li>No refund if student has received materials</li> </ul>		No refund

If you are withdrawing from a course/unit of study after the refund period, you are not eligible for any refund of fees.

Failure to formally withdraw from a course within 4 weeks of the course/semester start date may result in you being remain liable for any unpaid fees.

#### FOR STUDENTS STUDYING AT DIPLOMA LEVEL AND ABOVE

If you withdraw from a Unit of Study after the timely amendment date you will incur a late enrolment fine of \$50 per form.

If you withdraw from a course/unit of study after census date, you will not be eligible for a refund.

TYPE OF FEE	Adjustment to enrolment record made by census date	Adjustment to enrolment record made after census date and before next census date	Adjustment to enrolment record made after next census date
DIPLOMA AND ABOVE Student contribution/HELP deferred liability	Reduction of liability for applicable semester/s	No reduction of liability for current semester, but full reduction of liability for next semester	No reduction of liability
MATERIALS/ANCILLARY FEES	<ul style="list-style-type: none"> <li>Full refund if student has not received materials</li> <li>No refund if student has received materials</li> </ul>		No refund

#### CONTACT

Enquiries [ASKVU www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
 Phone +613 9919 6100  
 Web [www.vu.edu.au/students](http://www.vu.edu.au/students)

#### STUDENT SERVICE CENTRES

City Flinders	Footscray Park	St Albans
City King	Melton	Sunshine
Footscray Nicholson	Newport	Werribee

#### PRIVACY INFORMATION

The personal information we collect on this form is required to enable Victoria University to provide services to you as an enrolled student of the University.

You can access your personal information by contacting us at [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu) or +613 9919 4000.

We collect your personal information in accordance with the Privacy Statement for students ([www.vu.edu.au/current-students/student-essentials/commonly-used-forms](http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms)) and the Privacy Policy ([wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF](http://wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF)).

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Are you an international onshore student?  YES – advise VUI of change to your enrolment  NO

I AM APPLYING FOR  UNIT OF STUDY WITHDRAWAL  
(tick applicable box/es)  COURSE WITHDRAWAL (please indicate below the **main** reason you are withdrawing)

- |  |   |
|--|---|
| <input type="checkbox"/> (1) Transfer to another institution (attach proof of enrolment)                           | <input type="checkbox"/> (7) Academic difficulty  |
| <input type="checkbox"/> (2) Transfer to another VU TAFE course (submit enrolment form for new course)             | <input type="checkbox"/> (8) Language difficulty  |
| <input type="checkbox"/> (3) Transfer to another VU Higher Education course (submit enrolment form for new course) | <input type="checkbox"/> (9) Course not suitable  |
| <input type="checkbox"/> (4) Employment  | <input type="checkbox"/> (10) Quality of teaching |
| <input type="checkbox"/> (5) Personal/family reasons (including medical, travel etc)                               | <input type="checkbox"/> (11) Quality of course   |
| <input type="checkbox"/> (6) Financial reasons   |   |

If your name or mailing address is incorrect below, please ask a question at ASKVU [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu), call +613 9919 6100, or submit a Personal details amendment form.

Please circle YES or NO to indicate the unit/s of study from which you wish to withdraw and YES or NO to indicate if you have **attended classes** for that unit/s of study.

Faculty Use Only-Materials Fee Refunds- Please hand write **FR (full refund)** or **NR (no refund)** next to each UoS line as applicable.

I have read the information and instructions on the back of this form and declare that the information supplied is true and correct.

STUDENT SIGNATURE: \_\_\_\_\_ ID: \_\_\_\_\_ DATE: / /20  
COURSE CODE: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

## FACULTY/SCHOOL CHECKLIST

- If the student attended classes, I have specified the **last date that class was attended** for the withdrawn course/units under the **UoS End Year column**  
 If the withdrawal is for an international student, contact VUI compliance on x1164

## FACULTY/SCHOOL APPROVAL

- Withdrawn (Certificate 1 – 4) – I have attached a copy of the correspondence sent to the student confirming withdrawal.  
 Withdrawn (Diploma and above)

ENROLMENTS USE ONLY  
STATUS

BEFORE: \_\_\_\_\_ AFTER: \_\_\_\_\_

APPROVING OFFICER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_

APPROVING OFFICER'S NAME: \_\_\_\_\_ PHONE EXT.: \_\_\_\_\_ DATE: \_\_\_\_\_