

# UNIT OF STUDY ENROLMENT AMENDMENT (HIGHER EDUCATION) A13

Please read the information and instructions on the reverse of this form carefully prior to completing the details below.

This form is to be used to make changes to the Units of Study in which you are enrolled. If you intend to withdraw from all your Units of Study, DO NOT USE THIS FORM - please submit a Higher Education Course Withdrawal Application or a Leave of Absence or Deferment Application.

**Amendments made from the Monday of week 4 of semester 1 or 2, or Monday of week 2 for Winter and Summer option will attract a \$50 late amendment fee.** Refer to Important Fee Payment Dates listed in the Student Guide for more details. Amendments made after census date will incur financial and academic penalties.

Please write in BLOCK LETTERS

STUDENT ID NUMBER									
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<b>YOUR NAME &amp; COURSE DETAILS</b>										
FAMILY NAME					CAMPUS			STUDY YEAR	2	0
FIRST NAME					COURSE CODE					
OTHER NAMES										
INTERNATIONAL ONSHORE STUDENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO (if study load will be less or more than full-time you MUST attach an approved Application for Reduced Study Load or Overload for International Students)									

<b>UNIT(S) OF STUDY TO BE WITHDRAWN (Please ensure CORRECT Unit of Study Codes &amp; Titles are written in BLOCK LETTERS)</b>			
UNIT OF STUDY CODE	UNIT OF STUDY TITLE	SEMESTER	CAMPUS

<b>UNIT(S) OF STUDY TO BE ADDED TO MY ENROLMENT (Please ensure CORRECT Unit of Study Codes &amp; Titles are written in BLOCK LETTERS)</b>						
STUDENT TO COMPLETE				LECTURER TO COMPLETE		
UNIT OF STUDY CODE	UNIT OF STUDY TITLE	SEM	CAMPUS	FEE OPT	NAME OF UNIT OF STUDY LECTURER (BLOCK LETTERS)	SIGNATURE OF UNIT OF STUDY LECTURER

I request the above change(s) be made to my enrolment. I understand that any change of study load may mean a change from full-time to part-time study or vice versa and may incur additional HECS/FEE-HELP liability or Tuition fees or I may be entitled to a refund of fees. I also acknowledge these changes may affect my eligibility for Centrelink payments and agree to advise them of any study load change.

International onshore students: As an International onshore student if my study load will be below or over full-time I have attached a completed Application for Reduced Study Load or Overload for International Students form. I have read the instructions and the Privacy Notice on the reverse of this form.

Student signature: ..... Date: .....

<b>FACULTY APPROVAL</b> I approve the removal of ..... Unit of Study and the addition of ..... Units of Study. (Insert number of units) Comments: ..... Officer's Signature: ..... Date: ..... Officer's Name: ..... Phone Ext: ..... Officer's Position Title: .....	<b>OFFICE USE ONLY</b> PROCESSED BY Branch/Dept/Faculty: ..... Name: ..... Date: .....
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**THIS FORM MUST BE APPROVED BY YOUR FACULTY.**

<b>FACULTY OF BUSINESS AND LAW</b>  <b>ALL CAMPUSES</b> PO Box 14428 Melbourne City 8001 Footscray Park Fax: 9919 5417 City Fax: 9919 1064 Werribee Fax: 9919 8117 Sunbury Fax: 9919 3217 Ph: 9919 4471 Email: buslawcourses@vu.edu.au	<b>FACULTY OF HEALTH ENGINEERING &amp; SCIENCE</b>  PO Box 14428 Melbourne City 8001 Footscray Park Fax: 9919 4803 St Albans Fax: 9919 2643 Werribee Fax: 9919 8101 Ph: 9919 4516 Email: hes@vu.edu.au	<b>FACULTY OF ARTS, EDUCATION AND HUMAN DEVELOPMENT</b> <b>ALL CAMPUSES</b> PO Box 14428 Melbourne City 8001 Fax: 9919 2242 Ph: 9919 2232 Email: artscourses@vu.edu.au
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<b>STUDENT CONTACT CENTRE</b>  <b>Enquiries</b> www.vu.edu.au/askvu <b>Telephone</b> + 61 3 9919 6100 <b>Fax</b> + 61 3 9919 4429 <b>Web</b> www.vu.edu.au/students	<b>STUDENT SERVICE CENTRES</b> <ul style="list-style-type: none"> <li>• City Flinders</li> <li>• City King</li> <li>• Footscray Nicholson</li> <li>• Footscray Park</li> <li>• Melton</li> <li>• Newport</li> <li>• St Albans</li> <li>• Sunshine</li> <li>• Werribee</li> </ul>
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COMPLETED & FACULTY APPROVED FORM TO BE SUBMITTED BY CENSUS DATE AT A STUDENT SERVICE CENTRE ON YOUR CAMPUS.

OFFSHORE STUDENTS MUST SUBMIT THIS FORM AT THEIR SITE OF STUDY.

#### INFORMATION ABOUT UNIT OF STUDY ENROLMENT AMENDMENT (Higher Education)

This form is only to be used if you wish to change the individual Units of Study in which you are enrolled. To withdraw from all the Units of Study in which you are enrolled, you must submit a Higher Education Course Withdrawal Application or a Leave of Absence Application.

**Amendments made from the Monday of week 4 of semester 1 or 2, or Monday of week 2 for Winter and Summer option will attract a \$50 late amendment fee.** Refer to Important Fee Payment Dates listed in the Student Guide for more details. Amendments made after census date will incur financial and academic penalties.

If you wish to make changes to Units of Study after Census Date, please submit a Late Amendment to Unit of Study Enrolment form.

**PLEASE NOTE** Changes submitted after Census Date and prior to exams commencing will incur full fees, a \$70 Post Census Amendment fee and an Academic Penalty (Withdraw - Fail grade (WN)) (ie there will be no refund as a result of UoS withdrawals). No withdrawals are permitted after the commencement of exams and an N2 (Fail) grade will be issued.

#### INSTRUCTIONS FOR ONSHORE STUDENTS

1. Complete name & course details
2. List all Units of Study (UoS) from which you wish to withdraw. You must list the correct UoS code(s) and UoS title(s). These are listed on your Enrolment Offer/Tax Invoice/Adjustment Note.
3. List all Units of Study that you wish to have added to your enrolment. You must list correct UoS code(s) and UoS title(s).
4. For Units of Study to be added, your UoS lecturer MUST sign/authorise the enrolment.
5. Have your Course Co-ordinator or Faculty Officer sign the Approval section once all other details are filled in and Units of Study have been authorised by lecturers.
6. Adding or withdrawing from Units of Study may affect eligibility for Centrelink payments. If you are receiving benefits, you must notify Centrelink of any changes to your study load (total EFTSL for each semester).
7. Changing your Units of Study may result in additional HECS/FEE-HELP liability or Tuition fees, or you may be entitled to a refund.
8. Submit the authorised form before Census Date \*to either the Student Contact Centre, a Student Service Centre Office at your campus or mail to the above address.

#### INTERNATIONAL ONSHORE STUDENTS

If you are withdrawing from Units of Study and your study load will be less than full-time or if you are adding Units of Study and your study load will be more than full-time, you must submit, with this application, an authorised Application for Reduced Study Load or Overload for International Students form (available from VUI or a Student Service Centre).

#### \*WHAT IS CENSUS DATE?

Census Day is the last day for changes to your enrolment. After this date, student enrolment details are reported for HECS/FEE-HELP liability to the Australian Taxation Office (ATO). All enrolment changes must be made before this date in each Semester. (Semester 1 – 31 March; Winter Option – 18 June; Semester 2 – 31 August; Summer Option – 15 January)

#### PRIVACY INFORMATION

The personal information we collect on this form is for the purpose of enabling you to enrol in your chosen course of study and for Victoria University to deliver that course and related services to you.

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))