



## LATE (POST CENSUS) AMENDMENT TO UNIT OF STUDY ENROLMENT A14

Complete and sign this form to request the withdrawal of units of study after the relevant Census date. Please note that your request may not be approved. Please read the information and instructions below carefully before completing your details on the back of this form.

This form is only to be used if you want to withdraw from individual units of study in which you are enrolled. To withdraw from ALL units of study in which you are enrolled, you must submit a Course Withdrawal Application or a Leave of Absence Application.

### APPROVAL RESTRICTIONS

Requests can only be approved if the Faculty/School Approving Officer believes good cause exists to warrant withdrawal from the unit of study after Census date.

Withdrawal from a unit of study is not to be approved in cases where you elect not to submit for a component of assessment. When you enrol in courses at VU you do so with the understanding that you are to undertake the prescribed assessment requirements for each unit of study. If you elect not to submit for a component of assessment, you must accept the consequences which may result in a fail.

### EFFECT ON FEES AND GRADES

1. A Fee of \$67 is payable before a Late amendment form can be submitted.
2. Student information is forwarded to the Australian Taxation Office as at Census date. Therefore your HECS/FEE-HELP/VET FEE-HELP liability or tuition fees will not be reduced or refunded when withdrawing from units of study after Census date.
3. Withdrawals after Census date and prior to commencement of exams will receive a WN (Withdrew Failed) grade. Withdrawals once exams commence are not permitted and an N2 (Fail) grade will be issued.

### INSTRUCTIONS

- Complete the application, listing all units of study from which you wish to withdraw. You must list the correct unit of study code(s) and unit of study title(s). These are listed on your Enrolment Offer/Tax Invoice/Adjustment Note.
- Your unit of study lecturer/teacher MUST sign/authorise all Late Amendments.
- Have your Course Co-ordinator or Faculty/School Officer sign the Approval section once all other details are filled in and units of study have been authorised by the lecturers.
- 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 Equivalent Full Time Study Load – EFTSL, for each semester).
- After you have paid the \$67 Late amendment fee to the cashier, submit the receipt and authorised form to a Student Service Centre at your campus. If sending the form by mail, please attach a cheque for \$67 made payable to Victoria University. The application will not be processed if payment has not been made.

### INTERNATIONAL ONSHORE STUDENTS

If, when you withdraw from units of study, your study load is less than full-time, you must submit an authorised Application for Reduced Study Load or Overload for International Students form with this application. This form is available from [www.vu.edu.au/current-students/student-essentials/commonly-used-forms](http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms).

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#### CONTACT

Enquiries [ASKVU www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Phone +613 9919 6100  
Fax +613 9919 4429  
Web [www.vu.edu.au/students](http://www.vu.edu.au/students)

#### STUDENT SERVICE CENTRES

City Flinders  
City King  
Footscray Nicholson  
Footscray Park  
Melton

#### MAIL TO

Admissions and Enrolments  
St Albans Campus  
Victoria University  
PO Box 14428  
Melbourne VIC 8001

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### 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))

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Please read the instructions on the reverse of this form before you complete the details below. You can submit the completed form at a Student Service Centre or post to the mailing address on the reverse of this form.

Please write in BLOCK LETTERS using a black or blue pen.

FIRST NAME: \_\_\_\_\_ STUDENT ID: S \_\_\_\_\_

FAMILY NAME: \_\_\_\_\_ DATE OF BIRTH: / /19 \_\_\_\_\_

OTHER NAMES: \_\_\_\_\_ STUDY YEAR: 20 \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE CODE: \_\_\_\_\_

Are you an International Onshore student? (please tick)  YES  NO (if your study load will be less than full-time you MUST attach an approved *Application for reduced study load for International students*)

UNIT(S) OF STUDY TO BE WITHDRAWN (Please ensure the unit of study codes and titles are CORRECT and written in BLOCK LETTERS)

UNIT OF STUDY CODE	UNIT OF STUDY TITLE	SEMESTER	CAMPUS	NAME OF UNIT OF STUDY LECTURER/TEACHER	SIGNATURE OF UNIT OF STUDY LECTURER/TEACHER

I request the above unit(s) of study be withdrawn from my enrolment. I understand that any change of study load may mean a change from full-time to part-time study. I also acknowledge these changes may affect my eligibility for Centrelink payments and agree to advise them of this study load change.

International onshore students: As an International onshore student if my study load will be below 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 information on the reverse of this form and paid the required \$67 Late amendment fee.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: / /20 \_\_\_\_\_

FACULTY/SCHOOL APPROVAL \_\_\_\_\_ STUDENT SERVICE CENTRE ONLY \_\_\_\_\_

I approve the removal of the above units of study \_\_\_\_\_ Processed by: \_\_\_\_\_

Comments: \_\_\_\_\_ Date: \_\_\_\_\_

Officer's signature: \_\_\_\_\_ Date: / /20 \_\_\_\_\_

Officer's name: \_\_\_\_\_ Phone ext.: \_\_\_\_\_

Officer's position title: \_\_\_\_\_