

COURSE DISCONTINUATION

THIS FORM IS TO BE USED BY INTERNATIONAL HIGHER EDUCATION STUDENTS AND DOMESTIC RESEARCH STUDENTS

Complete and sign this form to permanently discontinue (withdraw from) your course at Victoria University (VU). You can submit your form by email to the Enrolments department via [ASKVU](mailto:askvu.vu.edu.au) (askvu.vu.edu.au) or submit at a VUHQ at your campus.

ENROLMENT OPTIONS: A number of options exist which you may wish to consider before terminating your enrolment. You may seek out international student support services if you are experiencing academic or adjustment issues.

STUDENT SUPPORT: We also have a number of dedicated support services in place for those experiencing difficulty in meeting their course requirements, which are available to all VU students. For more information, visit: vu.edu.au/student-support

LATE FORM SUBMISSION: Discontinuation forms submitted after [Census date](#) will be subject to financial penalties. Discontinuation forms submitted after the last day to withdraw without academic penalty will receive a WN (withdrawn fail) grade and you will be liable for your fees. Discontinuation is not permitted after the commencement of exams and an N2 (Fail) grade will be issued. For more information, visit vu.edu.au/enrolment-dates

INTERNATIONAL STUDENTS: The Enrolments team must approve your application. The course discontinuation is not a release. You can seek guidance from an [International Student Advisor](#) or email the Enrolments team via [ASKVU](mailto:askvu.vu.edu.au) (askvu.vu.edu.au).

REFUND OF FEES (INTERNATIONAL): International onshore students should refer to the University refund policy available from Victoria University International (VUI) and submit a completed refund application form to the VUI office. Please visit [ASKVU](mailto:askvu.vu.edu.au) (askvu.vu.edu.au) for more details about refunds.

RESEARCH STUDENTS: Your form must be approved by your Principal Supervisor, or authorised by a research officer from the Graduate Research department.

PERSONAL DETAILS

STUDENT ID: _____ DATE OF BIRTH: _____

FAMILY NAME: _____

GIVEN NAME(S): _____

COURSE CODE: _____ COURSE NAME: _____

CAMPUS: _____ STUDY YEAR/LEVEL: _____

ARE YOU AN INTERNATIONAL STUDENT? YES NO

I AM APPLYING FOR A COURSE DISCONTINUATION ON ACCOUNT OF (PLEASE INDICATE THE MAIN REASON):

- | | | |
|---|--|--|
| <input type="checkbox"/> ACADEMIC DIFFICULTY | <input type="checkbox"/> HIGHER PREFERENCE FOR ANOTHER INSTITUTION | <input type="checkbox"/> QUALITY OF TEACHING |
| <input type="checkbox"/> EMPLOYMENT | <input type="checkbox"/> LANGUAGE DIFFICULTY | <input type="checkbox"/> TRANSFER TO ANOTHER INSTITUTION |
| <input type="checkbox"/> FINANCIAL REASONS | <input type="checkbox"/> PERSONAL/FAMILY REASONS | (PLEASE SPECIFY): _____ |
| <input type="checkbox"/> HEALTH REASONS | <input type="checkbox"/> QUALITY OF COURSE | <input type="checkbox"/> TRANSFER TO ANOTHER VU COURSE |
| <input type="checkbox"/> OTHER (PLEASE SPECIFY) | | |

I am aware that the approval of this application means that I cease to be a student of Victoria University and am therefore not entitled to any benefits available to Victoria University students. I understand that this is not a release. I have read the privacy information below (page 2).

STUDENT SIGNATURE: _____ DATE: _____

OFFICE USE ONLY	ENROLMENTS APPROVAL	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> NOT REQUIRED
	INTERNATIONAL ENROLMENTS STAFF NAME:		PHONE:
	ENROLMENTS STAFF SIGNATURE:		DATE:
	RESEARCH SCHOOL APPROVAL	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> NOT REQUIRED
	SUPERVISOR'S NAME:		PHONE:
	SUPERVISOR'S SIGNATURE:		DATE:
	RESEARCH SCHOOL OFFICER'S NAME:		PHONE:
RESEARCH SCHOOL OFFICER'S SIGNATURE: (IF RESEARCH SUPERVISOR IS UNAVAILABLE ONLY)		DATE:	

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (**ESOS Act**), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (**National Code**) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION:

We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy

If you have any questions, you can access **ASKVU**,
speak to us via live chat or call us on **+61 3 9919 6100**.

Our VUHQs are located at the following campuses:

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