

# A40 – COURSE DISCONTINUATION APPLICATION



This form is to be used by international higher education students, domestic research students and offshore 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 \(askvu.vu.edu.au\)](mailto: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](http://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 Discontinuation forms submitted after the last day to withdraw without academic penalty will receive a WN (withdrawn fail) grade and you will be liable for your fees.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](http://vu.edu.au/enrolment-dates)

**International students:** The course discontinuation is not a release. You can seek guidance from an [International Student Advisor](#) or email the Enrolments team via [ASKVU \(askvu.vu.edu.au\)](mailto: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 submit a complete refund application to [EAAMS](#). Send an email to [vui.refunds@vu.edu.au](mailto:vui.refunds@vu.edu.au) for information about your refund. Please visit [ASKVU \(askvu.vu.edu.au\)](mailto: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.

**Offshore students:** Your form must be approved by your authorised site administrator.

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

## 1. PERSONAL DETAILS

|             |                      |               |                      |
|-------------|----------------------|---------------|----------------------|
| Student ID  | <input type="text"/> | Family name   | <input type="text"/> |
| Given names | <input type="text"/> | Date of birth | <input type="text"/> |

## 2. COURSE DETAILS

What VU course are you currently enrolled in?

|              |                      |              |                      |
|--------------|----------------------|--------------|----------------------|
| Course title | <input type="text"/> | Course code  | <input type="text"/> |
| Campus       | <input type="text"/> | Study period | <input type="text"/> |

Are you an international student?  Yes  No

## 3. APPLICATION

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"/> Health reasons      |
| <input type="checkbox"/> Financial reasons             | <input type="checkbox"/> Personal/family reasons                           | <input type="checkbox"/> Quality of course   |
| <input type="checkbox"/> Transfer to another VU course | <input type="checkbox"/> Transfer to another institution (please specify): | <input type="text"/>                         |
| <input type="checkbox"/> Other (please specify):       | <input type="text"/>   |  |

## 3. STUDENT DECLARATION

- I am aware that the processing 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 have read the Privacy Policy and I agree to abide by the regulations and policies of Victoria University.

|           |                      |      |                      |
|-----------|----------------------|------|----------------------|
| Signature | <input type="text"/> | Date | <input type="text"/> |
|-----------|----------------------|------|----------------------|

OFFICE USE ONLY

**Research School Approval**

Is an approval required by a Research School staff member?  Yes  No

Please select your role:  Research School Officer  Research School Supervisor

Name

**Signature**

**Date**

**Offshore approval**

Is an approval required by an Offshore site administrator?  Yes  No

Name

**Signature**

**Date**

Processed by

**Signature**

**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 departments of education 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](http://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](http://vu.edu.au/privacy).

**CONTACT US**

If you have any questions, you can access **ASKVU** ([askvu.vu.edu.au](http://askvu.vu.edu.au)), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

City Flinders  
City King

City Queen  
Footscray Nicholson

Footscray Park  
Sunshine

St Albans  
Werribee