

# COURSE DISCONTINUATION



**A40 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. You can submit your form by email to the International Enrolment Team via [intenrol@vu.edu.au](mailto:intenrol@vu.edu.au) or submit at 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 Student Engagement and 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date and prior to exams commencing will be subject to academic and financial penalties and will receive a **WN** (Withdrawn Failed) grade. Discontinuation is not permitted after the commencement of exams and an **N2** (Fail) grade will be issued.

**INTERNATIONAL STUDENTS:** International Enrolments must approve your application. If seeking to transfer to another institution, you may be required to apply for Release. You can seek guidance from the International Student Advisor or contact International Enrolments.

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

**RESEARCH STUDENTS:** Your form must be approved by your Principal Supervisor, or authorised by a research officer of VU Research.

FAMILY NAME: \_\_\_\_\_ STUDENT ID: 

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GIVEN NAME: \_\_\_\_\_ DATE OF BIRTH: 

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STREET ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: 

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 POST CODE: 

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EMAIL: \_\_\_\_\_ HOME PHONE: 

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COUNTRY (if not Australia): \_\_\_\_\_ MOBILE: 

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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)

- Academic difficulty     Higher preference for another institution     Quality of teaching
- Employment     Language difficulty     Transfer to another institution
- Financial reasons     Personal/family reasons    (please specify): \_\_\_\_\_
- Health reasons     Quality of course     Transfer to another VU course
- 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.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE ONLY	INTERNATIONAL ENROLMENTS APPROVAL	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> NOT REQUIRED
	INTERNATIONAL ENROLMENTS STAFF NAME	PHONE:	DATE:
	RESEARCH SCHOOL APPROVAL	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> NOT REQUIRED
	SUPERVISOR'S SIGNATURE:	PHONE:	DATE:
	RESEARCH SCHOOL OFFICER'S SIGNATURE (If research supervisor is unavailable only):	PHONE:	DATE:

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      Footscray Nicholson      St Albans  
Footscray Park      Sunshine  
City Flinders      Werribee