

ENROLMENT OVERLOAD VARIATION

This form is to be used if your enrolment exceeds the approved academic load of 48 Credit Points per study period (first half/second half of the year) or 96 Credit Points for the study year.

The overload must be authorised by the College and submitted to the Enrolments team by the specified [Administrative Census Date](#) of the relevant study period.

You can submit the form in person at VUHQ or email to the Enrolments team via ASKVU (askvu.vu.edu.au).

STUDENT DETAILS

STUDENT ID: _____ HOME CAMPUS: _____

GIVEN NAME: _____

SURNAME: _____

COURSE CODE: _____ COURSE TITLE: _____

ARE YOU AN ONSHORE INTERNATIONAL STUDENT? YES NO

Onshore international students are subject to [student visa conditions](#) and are required to complete their course within the expected course duration. Visit the [Department of Home Affairs](#) website for more visa information.

ENROLMENT OVERLOAD VARIATION REASON

UNUSUAL COURSE STRUCTURE FINISH COURSE EARLY REPEAT UNITS
 OTHER (PLEASE SPECIFY) _____

UNIT ADDITION

UNIT CODE	UNIT TITLE	STUDY PERIOD/YEAR

STUDENT DECLARATION

STUDENT NAME: _____ STUDENT ID: _____

SIGNATURE: _____ DATE: _____

COLLEGE TO COMPLETE AND APPROVE OVERLOAD

COLLEGE/SCHOOL NAME: _____

CHECK/INSERT APPLICABLE

- OVERLOAD APPROVED FOR _____ UNIT(S), AND
- OVERLOAD NOT APPROVED FOR _____ UNIT(S), PLEASE SPECIFY UNIT(S) CODE _____
- WAIVE UNIT/COURSE RULE TO ALLOW OVERLOAD (IF APPLICABLE)
- DO NOT WAIVE UNIT/COURSE RULE (IF APPLICABLE)

OFFICE USE ONLY	AUTHORISING OFFICER	
	NAME:	
	SIGNATURE:	DATE:
	PROCESSED/STAMPED ENROLMENTS:	<input type="checkbox"/> YES <input type="checkbox"/> NO

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](http://vu.edu.au/privacy) on our website, our frequently asked questions at [ASKVU](http://askvu.vu.edu.au) 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	