

REQUEST A REVIEW OF DECISION FOR UNIT WITHDRAWAL OR COURSE DISCONTINUATION DUE TO NONENGAGEMENT

Your unit/course enrolment has been cancelled due to non-engagement and in line with the enrolments policy/procedure. You can seek a review of decision via the Director, Student Administration if you can demonstrate that you have been engaging with your studies and believe you should not be withdrawn. To apply, you must complete this form and submit it along with evidence of engagement with your studies (such as an email confirmation from your lecturer or a screenshot of assignment submission). Please address the completed application to the Director Student Administration – Enrolments and submit it via [ASKVU](#) or in person at a VUHQ.

You must lodge a request of review of decision within 7 days of unit withdrawal /course discontinuation notice.

PLEASE COMPLETE THIS FORM IN **BLOCK LETTERS**

PERSONAL DETAILS

STUDENT ID:	GIVEN NAME:
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MIDDLE NAME:	
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FAMILY NAME:	
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EMAIL:	PHONE NUMBER:
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ADDRESS (IF REQUIRED TO HAVE OUTCOME POSTED):	
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COURSE DETAILS

COURSE CODE:	COURSE TITLE:
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COURSE WITHDRAWALS/CANCELATION

Please list the courses that were withdrawn or canceled below.

UNIT CODE	COURSE CODE	COURSE TITLE

PROVIDE YOUR REASON FOR REVIEW

DECLARATION

I have read the information and instructions and the Privacy information below and I declare that the information relating to this request is correct.

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