

UNIT OF STUDY ADDITION



**VICTORIA
UNIVERSITY**
POLYTECHNIC
MELBOURNE AUSTRALIA

(TAFE STUDENTS ONLY)

Complete and sign this form to request the addition of Unit(s) of Study. For units to be added, this form must be authorised by the relevant Victoria Polytechnic Centre and have a study plan attached.

Any change of enrolled hours may incur additional VET STUDENT LOAN (VSL) liability or tuition fees. In order to be eligible for concessions on tuition fees for any new units added to your enrolment you must provide a valid concession card AT THE TIME OF ADDITION. Please refer to vpolytechnic.edu.au/fees-scholarships/course-fees to find out if you are eligible for concession fees. Changes may affect your eligibility for Centrelink payments and you must advise them of any study load change.

PERSONAL DETAILS

FAMILY NAME: _____ STUDENT ID: _____

GIVEN NAMES: _____ DATE OF BIRTH: _____

COURSE NAME: _____ COURSE CODE: _____

CAMPUS: _____

DO YOU HAVE A VALID CONCESSION CARD? YES (if yes, attach a copy of your concession card to this form) NO

UNITS OF STUDY TO BE ADDED

UNIT OF STUDY CODE	UNIT OF STUDY TITLE

I request the above change(s) to my enrolment. I understand that any change of enrolled hours may incur additional fees I declare the details provided to be true and correct and have read the Privacy information below.

STUDENT SIGNATURE: _____ **DATE:** _____

DEPARTMENTAL APPROVAL

STUDY PLAN CODE: _____

 THE COMPLETE UNIT LIST OF THE STUDY PLAN IS ATTACHED**APPROVING OFFICER SIGNATURE:** _____**DATE:** _____**APPROVING OFFICER NAME:** _____**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 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	