

# NON AWARD UNIT OF STUDY APPLICATION



## A42 NON AWARD UNIT OF STUDY APPLICATION FORM

For members of the community who wish to study in a single unit or more at our institution, outside of a formalised qualification framework. Use this form to apply for units available at VU if you do not wish to work towards an award and undertake an entire course.

**CURRENT NON-VU STUDENTS:** If you are currently enrolled in a course at another educational organisation in Australia, and seeking to undertake a unit at VU that will count towards completion of an award at your home institution, please see the **A41B** Cross-Institutional Study (Inbound) Application form instead.

**DOCUMENTS:** The following supporting documentation should be attached to your application:

- A statement outlining your reasons for wanting to undertake this unit(s) of study
- Details of any previous work experience relevant to the unit(s) for which you are applying
- Evidence of previous studies including secondary and post-secondary qualification (eg. certified copies of your academic record)

Please write in BLOCK LETTERS using a black or blue pen.

**PREVIOUS OR CURRENT STUDIES AT VICTORIA UNIVERSITY** Have you previously applied for a course, have been or are currently enrolled at Victoria University?

NO  YES STUDENT ID (if known):  Last year of study (if known):

COURSE NAME: \_\_\_\_\_ COURSE CODE: \_\_\_\_\_

### SECTION A PERSONAL INFORMATION

GIVEN NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ FAMILY \_\_\_\_\_ GENDER:  M  F DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / 19\_\_\_\_

NAME: \_\_\_\_\_

STREET NUMBER AND NAME (or PO BOX): \_\_\_\_\_

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

HOME PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ARE YOU AN INTERNATIONAL ONSHORE STUDENT?  YES  NO

### SECTION B: UNIT PREFERENCES

Please indicate the unit(s) of study you would like to undertake, **in order of preference**:

STUDY YEAR	TEACHING PERIOD	UNIT OF STUDY CODE	UNIT OF STUDY TITLE

PLEASE NOTE: Victoria University reserves the right to admit applicants only to those units of study for which places are available.

### SECTION C: EDUCATION HISTORY

List your secondary and any post-secondary education. **Attach copies of results transcripts.**

INSTITUTION	COURSE CODE	COURSE NAME	FINAL YEAR	ATTEMPTED/COM PLETE

**SECTION D: EMPLOYMENT EXPERIENCE**

List any work or other type of relevant experience you have undertaken. **Attach any relevant evidence.**

INDUSTRY	ORGANISATION	POSITION/ROLE	DATES	DESCRIPTION/COMMENTS

**SECTION E: PERSONAL STATEMENT**

**Please Note:** Places are generally only available if you meet the unit entry requirements to ensure you have the best opportunity for success, however, if you can demonstrate your capacity for study in the particular unit(s) you have selected for non-award enrolment, provide the relevant details below:

Field(s) of interest: \_\_\_\_\_

Outline your reasons for undertaking non-award study in the unit(s) listed on the previous page, eg: Intension of future study, career/educational goals, personal hobbies/interests.

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**SECTION F: DECLARATION**

- Students are entitled to seek recognition for single units of study which they have satisfactorily completed when they apply for admission to an Award course. The maximum allowable credit and the process for recognition are assessed in accordance with the *Student Assessment and Progress Policy*.
- I declare that all information supplied on this form is true and correct.
- I have read the Privacy Policy and I agree to abide by the regulations and policies of Victoria University.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE:            /            /20

**PRIVACY INFORMATION:** We collect and protect your personal information in accordance with our Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)).

<b>OFFICE USE ONLY</b>	<b>VUI APPROVAL (IF REQUIRED):</b>			
	DATE RECEIVED:	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED		
	VUI CHECKED BY:	POSITION:	PHONE:	DATE PROCESSED:
	<b>FORM SUBMISSION PROCESSING:</b>			
	DATE RECEIVED:	RECEIVED AT (WHERE):	ASSESSMENT REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
	RECEIVED BY:	POSITION:	PHONE:	DATE SENT TO COLLEGE/ENR:
	<b>COLLEGE ASSESSMENT (IF REQUIRED):</b>			
	DATE RECEIVED:	PLACE AVAILABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO	ENROLMENT APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
	ASSESSED BY:	COLLEGE/SCHOOL:	PHONE:	DATE ASSESSED:
	<b>ENROLMENT PROCESSING:</b>			
DATE RECEIVED:	ENROLMENT APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	ENROLMENT FORM ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE ATTACHED:	
PROCESSED BY:	POSITION:	PHONE:	DATE PROCESSED:	