POST CENSUS ENROLMENT AMENDMENT A82

Complete and sign this form to request the addition of units of study after the relevant Census date. Please read the information and instructions below carefully before completing your details on the back of this form.

This form is only to be used if you want to add individual units of study in which you are enrolled after Census date.

APPROVAL RESTRICTIONS
Please note that you must have Faculty/School approval. Applications can only be approved if the Faculty/School Approving Officer believes good cause exists to warrant addition of the unit of study after Census date.

IMPORTANT INFORMATION – (after Census Date amendment)
1. Census date for Semester 1 is March 31 and Census date for Semester 2 is 31 August. These are the dates when your enrolment is deemed final.
2. Amendments to enrolments which require the addition of units of study can only be done on an upfront full fee paying basis after Census date.
3. Tutorial registration does not count as an enrolment. Being enrolled in a tutorial is not the same as being enrolled in a unit of study.
4. You will be required to pay the full fee cost of the unit if you wish to sit an exam for a unit of study in which you are not enrolled by Census date.
5. The minimum full fee payment for a single unit of study can be checked at the Enrolment Fees and Charges website. This amount will vary depending on the unit of study. Payment of fees must be made on the day of the enrolment amendment.
6. Under Commonwealth legislation, if you are a Commonwealth supported student you must be enrolled in a unit of study prior to Census date in order to be eligible for Commonwealth support (CSP). Most students in Higher Education courses at VU are CSP students.
7. If you are not enrolled in a unit of study you are not permitted to sit an examination for that unit as a CSP student. If you add a unit of study after Census date, you will sit the exam during the Special examinations period.

INSTRUCTIONS
• Complete the application listing the unit of study you wish to add. You must list the correct unit of study code and unit of study title.
• Your unit of study lecturer/teacher MUST sign/authorise all Post Census Full Fee Enrolment Amendments.
• Have your Faculty/School Officer sign the Approval section once all other details are filled in and the unit of study has been authorised by your lecturer.
• Adding units of study may affect eligibility for Centrelink payments. If you are receiving benefits, you must notify Centrelink of any changes to your study load (total Equivalent Full Time Study Load – EFTSL, for each semester).
• After you have paid the $70 (after Census date only) post amendment fee and your tuition fees, submit the receipt to your Faculty/School to establish ‘Proof of Payment’. This application will not be processed if payment has not been made.

INTERNATIONAL ONSHORE STUDENTS
If, when you add a unit of study, your study load increases, you must submit an authorised Application for Reduced Study Load or Overload for International Students form with this application. This form is available from www.vu.edu.au/current-students/student-essentials/commonly-used-forms.

CONTACT
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<tr>
<th><strong>Enquiries</strong></th>
<th><strong>ASKVU</strong></th>
<th><strong>STUDENT SERVICE CENTRES</strong></th>
<th><strong>MAIL TO</strong></th>
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<tbody>
<tr>
<td>Phone</td>
<td>+613 9919 6100</td>
<td>City Flinders</td>
<td>Newport</td>
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<tr>
<td>Fax</td>
<td>+613 9919 4429</td>
<td>City King</td>
<td>St Albans</td>
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<td>Web</td>
<td><a href="http://www.vu.edu.au/students">www.vu.edu.au/students</a></td>
<td>Footscray Nicholson</td>
<td>Sunshine</td>
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PRIVACY INFORMATION
The personal information we collect on this form is for the purpose of enabling you to enrol in your chosen course of study and for Victoria University to deliver that course and related services to you.
You can access your personal information by contacting us at www.vu.edu.au/askvu or +613 9919 4000.
We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF)
POST CENSUS ENROLMENT AMENDMENT - A82

Please read the instructions on the reverse of this form before you complete the details below. You can submit the form at a Student Service Centre or post to the mailing address on the reverse of this form.

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

FIRST NAME:  STUDENT ID:  S

FAMILY NAME:  DAYTIME/MOBILE PHONE:

OTHER NAMES:  STUDY YEAR:  20

COURSE NAME:  COURSE CODE:

Are you an International Onshore student? (please tick)  YES  NO (if your study load increases you MUST attach an approved Application for reduced study load for International students)

UNIT(S) OF STUDY TO BE ADDED (Please ensure the unit of study codes and titles are CORRECT and written in BLOCK LETTERS)

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<tr>
<th>UNIT OF STUDY CODE</th>
<th>UNIT OF STUDY TITLE</th>
<th>SEMESTER</th>
<th>CAMPUS</th>
<th>NAME OF UNIT OF STUDY LECTURER/TEACHER</th>
<th>SIGNATURE OF UNIT OF STUDY LECTURER/TEACHER</th>
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I request the above unit(s) of study be added to my enrolment. I acknowledge that this addition is Post Census and I accept that this addition must be charged at the full Tuition fee amount, that payment must be made up-front and a $70 post census amendment fee will be imposed (for post census amendments only). I also acknowledge these changes may affect my eligibility for Centrelink payments and agree to advise them of this study load change.

International onshore students: As an International onshore student if my study load increases I have attached a completed Application for reduced study load or Overload for International students form.

I have read the instructions and the Privacy information on the reverse of this form and agree to pay the required fees at the time the amendment is made.

STUDENT SIGNATURE:  DATE:  /  /20

FACULTY/SCHOOL APPROVAL  STUDENT SERVICE CENTRE ONLY

I approve the addition of the above units of study  Processed by:

Comments:  Date:

Officer’s signature:  Date:  /  /20

Officer’s name:  Phone ext.:

Officer’s position title: