STAFF STATUS DECLARATION
FOR THE PURPOSE OF ENROLMENT AS
A STUDENT - A39

To be used by staff who are undertaking study at Victoria University.

Please write in BLOCK LETTERS

STAFF/SUMIMARY and COURSE DETAILS

<table>
<thead>
<tr>
<th>FAMILY NAME</th>
<th>EXT. or DAYTIME/ MOBILE PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td>DATE COURSE COMMENCES</td>
</tr>
<tr>
<td>OTHER NAMES</td>
<td>SITE OF COURSE</td>
</tr>
<tr>
<td>COURSE TITLE</td>
<td>COURSE CODE</td>
</tr>
</tbody>
</table>

Current employees of Victoria University may be eligible for exemption from payment of certain fees relating to study at the University, provided the staff member is an eligible employee at the time of course commencement as outlined in Regulation 11.1.1

Regulation 11.1.1 (4) states:

University Employees

A person who is employed by the University on a time fraction of 0.5 or more -

(a) teaching in academic programs or courses of study or conducting research pursuant to a tenured, tenurable or fixed-term appointment;

(b) as general staff pursuant to a permanent or continuing appointment or fixed-term contract; or

(c) as technical and further education teaching staff pursuant to a tenured, tenurable or fixed-term appointment;

shall be exempt from payment of -

(d) the prescribed General Services Fee;

(e) tuition fees for non-award single units (ie units covered under Part B)

(f) tuition fees for non-award courses.

YOUR CURRENT VICTORIA UNIVERSITY EMPLOYMENT STATUS – to be completed by Student/Staff Member

<table>
<thead>
<tr>
<th>EMPLOYEE NUMBER</th>
<th>TIME FRACTION</th>
<th>PERMANENT</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT – FIXED</td>
<td>CONTRACT END DATE</td>
<td></td>
<td>F</td>
</tr>
<tr>
<td>SESSIONAL</td>
<td>NOT ELIGIBLE</td>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>

As an employee of the university who meets the Regulation 11.1.1 criteria, I request exemption from fees in accordance with this regulation. I have read the Privacy notice on the back of this form.

Staff/Student Signature: ........................................................................................................... Date: ...............................................

HR OFFICE USE ONLY

HR DECLARATION

I declare that the staff member indicated above meets the criteria, at the time of course commencement, as set down in Regulation 11.1.1 and should be granted an exemption of the General Services Fee or tuition fees associated with their enrolment as a student at Victoria University.

HR Officer Signature: ........................................................................................................... Date: ...............................................

HR Officer Name: ........................................................................................................... Ext: ...............................................

COMPLETED DECLARATION TO BE SUBMITTED WITH YOUR ENROLMENT FORM

STUDENT ADMINISTRATION BRANCH USE ONLY

Status Altered:  □ Yes □ No Processed by: ............................................. Date: .............................................

Refund processed (if applicable):  □ Yes □ No Processed by: ............................................. Date: .............................................
INFORMATION ABOUT STAFF STATUS DECLARATION

Current employees of VU may be eligible for exemption from payment of certain fees relating to study at the University, provided the staff member is an eligible employee at the time of course commencement, as outlined in Regulation 11.1.1.

Staff Status must be renewed each year at the time of enrolling into a course, therefore this form will need to be completed on an annual basis to have the tuition fee/s waived.

INSTRUCTIONS

1. If you have already enrolled, pay your fees by the due date to ensure your enrolment is not cancelled (your fees will be refunded once your application is approved).

2. Complete the Staff/Student, Course and Current Victoria University Employment Status details.

3. Submit the completed and signed form to Human Resources.

4. The Human Resources officer will verify your employment status and will sign the form if your employment is within the guidelines of Regulation 11.1.1.

5. Once the form is authorised, return it to a Student Service Centre at your campus with your enrolment form. Your enrolment will be completed and fees adjusted.

6. If you have already enrolled, you can return the authorised form to a Student Service Centre or fax/email the form to the Student Contact Centre and your fees will be adjusted and a new invoice issued, or a refund provided if you have already paid your fees.

Please note: It is advisable to either have this form authorised before enrolment, or to pay your fees at the time of enrolment as you will incur a 'reinstatement of enrolment fine' if your fees are not paid by the due date.