

APPLICATION FOR AN AWARD ALTERNATE EXIT

If you are enrolled in a course and wish to exit this course with a lower (alternate) award, please complete this form. If you subsequently wish to complete the course you are currently enrolled in, you must surrender the award you are now applying for prior to re-enrolling.

If deemed eligible your award will be conferred at the next available conferral. You will also be invited to attend the next available graduation ceremony. Please refer to vu.edu.au/student-life/graduation-beyond for more detailed information.

You must complete all details below, sign and date the form and either submit the form online at ASKVU (askvu.vu.edu.au) or in person at a VUHQ.

If you are applying for more than one award, you should complete a separate form for each award. Your eligibility to graduate will be withheld if you have any fees or fines owing to the University. You must clear these debts to become eligible.

PLEASE WRITE IN **BLOCK LETTERS** USING A BLACK OR BLUE PEN.

PERSONAL DETAILS

FAMILY NAME:

STUDENT ID:

GIVEN NAME

PLEASE NOTE: The name printed on your certificate will be identical to the name on your student enrolment record. Any variation to your name requires completion of a Personal Details Amendment form (vu.edu.au/forms) with relevant documentation attached (original or certified copies).

CONTACT DETAILS

STREET NUMBER AND NAME:

SUBURB:

STATE:

POSTCODE:

COUNTRY:

PHONE:

EMAIL:

PLEASE NOTE: To change your name and/or address you must complete a Personal Details Amendment Form (vu.edu.au/forms).

COURSE DETAILS – COURSE YOU ARE ENROLLED IN

COURSE NAME:

COURSE CODE:

AWARD DETAILS – AWARD YOU WISH TO EXIT YOUR COURSE WITH

AWARD NAME:

AWARD CODE:

STUDENT SIGNATURE:

DATE:

RECEIPT OF LODGEMENT

If you lodge this form at a VUHQ you should keep this receipt after it is stamped.

YOUR APPLICATION FOR THE AWARD OF

HAS BEEN LODGED.

NAME:

STUDENT ID:

DATE:

OFFICER ACCEPTING FORM (PLEASE PRINT NAME):

LOCATION:

- Your form will be recorded on the graduation database and sent to your College for approval.
- You will receive notification of your eligibility to graduate once your application is approved.
- Information regarding your graduation ceremony will be sent to you approximately six weeks before the ceremony.
If you choose not to attend the ceremony you will graduate in absentia and receive your award/certificate after the graduation ceremony.
- Your name and name order will be taken from your enrolment record. Please ensure this is correct prior to your graduation.
- It is very important that you notify us of any change of address by completing a Personal Details Amendment form.

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 | |