



**(TAFE STUDENTS ONLY)**

Complete and sign this form to request the addition of Unit(s) of Study. For units to be added, your Unit(s) of Study teacher/coordinator MUST authorise the addition and fill in the relevant details. If you are an onshore student, adding units may affect your eligibility for Centrelink payments. You must notify Centrelink of any changes to your enrolled hours if you are receiving benefits.

Any change of enrolled hours may mean a change from full time to part time study or vice versa, and may incur additional VET FEE-HELP 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 health care card AT THE TIME OF ADDITION. Please refer to [www.vu.edu.au/courses/fees-and-scholarships/enrolment-fees-and-charges](http://www.vu.edu.au/courses/fees-and-scholarships/enrolment-fees-and-charges) to find out if you are eligible for concession fees.

**IMPORTANT NOTE:** If you are a student studying at Diploma level or above, amendments made after the timely amendment date will attract a late fee. Amendments made after Census date will incur full fees and a Post Census amendment fee. No withdrawals are permitted as of the last day of SWOTVAC.

Information on Census and other important fee information can be found in the VU Student Guide or else on the VU website at [www.vu.edu.au/current-students/student-essentials/timetables-and-calendars](http://www.vu.edu.au/current-students/student-essentials/timetables-and-calendars).

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

FAMILY NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

GIVEN NAME: \_\_\_\_\_ STUDY YEAR: \_\_\_\_\_

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

COURSE CODE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

ARE YOU AN INTERNATIONAL ONSHORE STUDENT? NO YES - If YES, and your study load increases, you MUST attach an approved Reduced Study or Overload form.

ARE YOU AN OFFSHORE STUDENT? NO YES - If YES, and your study load increases, you MUST attach an approved Reduced Study or Overload form.

OFFSHORE STUDENTS MUST SUBMIT THIS FORM AT THEIR SITE OF STUDY.

UNITS OF STUDY TO BE ADDED		OFFICE USE ONLY				
UNIT OF STUDY CODE	UNIT OF STUDY TITLE	UNIT SET (DELIVERY PLAN)	FUNDING SOURCE	STUDENT STATUS	TEACHING PERIOD	LOCATION

I request the above change(s) to my enrolment. I understand that any change of enrolled hours may mean a change from part-time to full-time study and may incur additional fees. I also acknowledge these changes may affect my eligibility for Centrelink payments and agree to advise them of any study load change. I declare the details provided to be true and correct and have read the Privacy information below. Please ensure you attach delivery plan report to this form

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_

OFFICE USE ONLY	DEPARTMENT APPROVAL	SCD PROCESSING
	APPROVING OFFICER'S NAME:	PROCESSED BY:
	APPROVING OFFICER'S SIGNATURE:	DATE:
	POSITION:	CONCESSION INFORMATION - (COPY OF CONCESSION CARD MUST BE ATTACHED)
	PHONE: DATE:	TYPE: CARD NO:
	COMMENTS:	DATE GRANTED: EXPIRY DATE: VERIFIED BY:

**CONTACT**  
Enquiries ASKVU [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Phone +613 9919 6100  
Web [www.vu.edu.au/students](http://www.vu.edu.au/students)

**STUDENT SERVICE CENTRES**  
City Flinders Newport  
City King St Albans  
Footscray Nicholson Sunshine  
Footscray Park Werribee  
Melton

**MAIL TO**  
Enrolments Office  
St Albans Campus  
Victoria University  
PO Box 14428  
Melbourne VIC 8001

**PRIVACY INFORMATION**

We collect your personal information in accordance with the Privacy Statement for students ([www.vu.edu.au/current-students/student-essentials/commonly-used-forms](http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms)) and the Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)).