



## IMPORTANT: YOU MUST READ ALL INFORMATION ON THIS FORM

### CHANGING CAMPUS

If you are requesting a campus swap for unit(s) of study in which you are currently enrolled, simply complete the CAMPUS SWAP TABLE in Section C on page 3 of this form. **Please note:** Not all campuses will have places available for students to swap into once the formal enrolment period has ended and semester has begun, so you may not be able to change your campus location at this time. Determine whether you would like to remain enrolled in that unit of study at your current campus, or discontinue if no places are available at your preferred campus, and clearly indicate this decision in the final column of the campus swap table.

### WILL YOUR STUDY LOAD CHANGE?

Your study load is your course workload, and whether you are considered to be a full time or part time student. This is determined by the number of credit points you are enrolled in each semester. Your study load is likely to change when you amend your enrolment, particularly if you add or discontinue a different number of units within the same semester. [Fee implications exist for all students](#) if your study load changes (see 'Fee implications' below).

### INTERNATIONAL STUDENTS

If your study load changes you must submit an **A98 Reduced Study or Overload form** together with this application. Your **A98** form must first be authorised by Victoria University International (VUI) staff due to VISA restrictions and requirements.

## FEE IMPLICATIONS

### STUDENT SERVICES AND AMENITIES FEE (SSAF)

The SSAF is applied to each student on the basis of study load, specifically if you are considered to be a full time or part time student. You will be required to pay additional service fees if you change to full time study, or be entitled to a refund if you change your study load to part time.

### FULL FEES/HECS/FEE-HELP

Changing your Units of Study may result in **additional** Tuition fees and HECS/FEE-HELP liability, or you may be entitled to a **refund**.

### CENTRELINK ELIGIBILITY

Adding or discontinuing 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 credit points, or Equivalent Full Time Study Load – EFTSL – for each semester).

### FEE-HELP ENTITLEMENT

Students who have consumed all of their FEE-HELP entitlement can undertake additional units only on an upfront full fee paying basis.

## LATE SUBMISSION - POST CENSUS DATE (FINANCIAL AND ACADEMIC PENALTIES)

### LATE UNIT DISCONTINUATION

Student information is forwarded to the Australian Taxation Office (ATO) on Census date. Therefore your HECS/FEE-HELP liability cannot be reduced or refunded when discontinuing units after Census date. Discontinuations submitted after Census date and prior to exams commencing will receive a WN (Withdrew Failed) grade. Unit of Study discontinuation is not permitted after the commencement of exams and an N2 (Fail) grade will be issued.

### LATE UNIT ADDITION

Unit Additions submitted after Census date will incur full fees Under Commonwealth legislation. As a Commonwealth Supported student, if you are not enrolled in a unit of study prior to Census date, you will not be eligible for Commonwealth Support for that unit. You will be required to pay the full fee cost of the unit and you will sit the exam during the Special examinations period. Payment of fees must be made **ON THE DAY** of the enrolment amendment. The minimum full fee payment for a single unit of study can be found here: [www.vu.edu.au/courses/fees-assistance/higher-education-fees](http://www.vu.edu.au/courses/fees-assistance/higher-education-fees). The amount will vary depending on the unit of study.

### SPECIAL CIRCUMSTANCES

If you feel you have special circumstances that require consideration, see the **A93 Remission of HECS** form for further information regarding post-census date enrolment amendments and changes to fees.



### CAMPUS SWAP INSTRUCTIONS

1. Check your units are running at your preferred campus and complete the table in Section C. **Please note:** If your requested campus swap cannot be processed as there are no places at your preferred campus, you need to indicate whether you wish remain enrolled in that unit of study at the current campus, or if you wish to discontinue it completely.

You do not have to complete any other steps, other than signing and submitting your form within the required enrolment amendment dates (See steps 15-20 below).

### UNIT AMENDMENT INSTRUCTIONS

2. **COURSE SEARCH:** Go to [www.vu.edu.au/courses](http://www.vu.edu.au/courses) and search for your course using the title or code to open the online course description. Scroll down to the *Units and electives* heading, and press: **+ Show units and electives** to view your course structure, and all of the units that count towards completion of your course.
3. **STUDY LOAD:** Some units are weighted at a higher or lower amount of credit, so ensure you check each unit that you enrol in. A general rule is that a total of 36-48 credit points total for all units combined is considered Full Time, while 12-24 credit points each semester is Part Time study. For more info: [www.vu.edu.au/courses](http://www.vu.edu.au/courses) for unit credit points, and [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu) for further enquiries.
4. **AMENDMENT TYPE:** Select the type of amendment you wish to make using this form:  
 Discontinue & Add units     Add only (Go to step 6)     Discontinue only (Go to step 10)
5. **IF UNAVAILABLE:** If you wish to discontinue as well as add units, would you still want to discontinue from units if your desired units are not available?  Yes  No
6. **TIMETABLE:** Check your desired units are running in the semester and year you wish to add them to your enrolment. Not all units run every semester and every year.
7. **CAMPUS:** Check the campus(es) where your additional unit(s) of study are running. Identify and select your preferred campus to enrol in for each unit of study.
8. **UNIT REQUIREMENTS:** Ensure you fulfil all of the entry requirements to undertake each desired unit you wish to add to your enrolment. You must have completed unit pre-requisites, and be enrolled in any co-requisite units.
9. **UNIT STUDY LEVEL:** Check the study year level, which indicates the prescribed structure, or order, by which to undertake units. If you meet the entry requirements, you will usually be able to enrol in any study level, but check the course structure to ensure you are going to undertake your units in a manageable order.
10. **CORE UNITS/ELECTIVES:** Ensure that you are working towards completing all core units required within the course structure, as well as selecting the correct number of electives (if any) from those outlined in the online course description.
11. **COURSE COORDINATOR:** If you are uncertain about which units to enrol in, consult your course coordinator for specific advice about the content, learning objectives and relevant outcomes of all attached units, as well as specific course structure enquiries, and your course options overall.
12. **CONTACT CENTRE:** If you are unable to locate your course coordinator, phone the Student Contact Centre on (03) 9919 6100 for assistance. We can provide you with their contact details, as well as seek to find the answer on your behalf for any enquiries you may have. You can also submit your questions online using ASKVU.
13. **CHECKLIST:** Complete the Unit Amendment Checklist in Section D on page 3 of this form.
14. **UNIT AMENDMENT TABLES:** Complete the DISCONTINUE/ADD (Section E & Section F) unit amendmet tables on page 4 of this form.
15. **DECLARATION:** After you have completed the checklist, sign the declaration statement in Section G on page 4 of this form.
16. **TIMELY AMENDMENT DATE:** Each semester has a Timely Amendment Date, by which all enrolment changes should be made. Amendments made after the timely amendment date will incur a late amendment administration fee. See the Student Guide for more info.
17. **CENSUS DATE:** You must submit this form before Census date, as your enrolment cannot be amended after this day (for the current semester). Amendments made after Census date in each teaching period will incur financial and academic penalties, as this is the date when your enrolment is deemed final. Further info below.
18. **INTERNATIONAL STUDENTS:** You must submit a VUI authorised **A98 Reduced Study or Overload** form with this application if your study load will change.
19. **SUBMISSION:** Once complete and signed, you can submit your form online using ASKVU (by attaching a scanned copy), or in person at a Student Service Centre.
20. **OFFSHORE SUBMISSION:** Offshore international students must submit this form to the partner institution of study at which you are enrolled.

#### ONLINE STUDENT INFORMATION

STUDENT FAQs: **ASKVU** Answers Tab [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
STUDENT TOOLS: [www.vu.edu.au/student-tools](http://www.vu.edu.au/student-tools)  
COURSE INFO: [www.vu.edu.au/courses](http://www.vu.edu.au/courses)  
STUDENT LIFE: [www.vu.edu.au/student-life](http://www.vu.edu.au/student-life)

#### CONTACT US

Online Live Chat: **ASKVU** Chat Tab [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Email: **ASKVU** Question Tab [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Telephone: **Student Contact Centre** +613 9919 6100  
On Campus: Student Service Centres

#### STUDENT SERVICE CENTRES

City Flinders                      Footscray Nicholson  
Footscray Park                  City King  
St Albans                         Werribee  
Sunshine                         Melton



## SECTION A: PERSON DETAILS

FAMILY NAME: \_\_\_\_\_ STUDENT ID: 

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GIVEN NAME(S): \_\_\_\_\_ DATE OF BIRTH: 

D	D	M	M	Y	Y
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STREET ADDRESS: \_\_\_\_\_

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

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 POST CODE: 

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COUNTRY (If not Australia): \_\_\_\_\_ INTERNATIONAL PHONE: \_\_\_\_\_

HOME PHONE (Australia only): \_\_\_\_\_ MOBILE: 

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EMAIL ADDRESS: \_\_\_\_\_

ARE YOU AN INTERNATIONAL ONSHORE STUDENT?  NO  YES - If YES, and your study load changes, you MUST attach a VUI approved *Reduced Study or Overload* form.  
OFFSHORE STUDENTS MUST SUBMIT THIS FORM AT THEIR SITE OF STUDY.

## SECTION B: COURSE DETAILS

COURSE CODE: \_\_\_\_\_ COURSE NAME: \_\_\_\_\_ CAMPUS: \_\_\_\_\_ STUDY YEAR/LEVEL: \_\_\_\_\_

## SECTION C: CAMPUS SWAP TABLE

CAMPUS SWAP FOR CURRENT UNIT(S) OF STUDY					
UNIT OF STUDY CODE	UNIT OF STUDY TITLE	TEACHING PERIOD	CURRENT CAMPUS	PREFERRED CAMPUS	DISCONTINUE IF PLACES ARE UNAVAILABLE AT PREFERRED CAMPUS?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION D: UNIT AMENDMENT CHECKLIST

Complete this checklist to ensure that all units you enrol in comply with your course requirements and count towards the completion of your course.

- COURSE SEARCH:**  I have checked the units in my online course description to ensure I am meeting all of my course structure requirements
- STUDY LOAD:** I wish to study:  Part Time  Full Time
- AMENDMENT TYPE:**  Discontinue & Add units  Add only (Go to step 5)  Discontinue only (Go to step 6)
- IF PLACES ARE UNAVAILABLE:** If you wish to discontinue as well as add units, do you still wish to discontinue your existing units if your desired units are not available?  Yes  No
- RUNNING IN YEAR/SEMESTER:**  Each unit I wish to add is running in the semester and year for which I am seeking to amend my enrolled units.
- UNIT REQUIREMENTS:**  I have completed any pre-requisite units  I am enrolled in the co-requisite units
- STUDY LEVEL:**  The units in which I wish to be enrolled meet the structured level of my course **OR** I am aware that this unit is a higher level than I have completed, but I meet all of the unit entry requirements and wish to undertake it now for a particular reason. (We strongly suggest that you consult with your course coordinator in this case.) Please state reason: \_\_\_\_\_
- CORE UNITS/ELECTIVES:**  I am progressing towards completing all **core** units in the prescribed course structure, even with this unit amendment.  
 Each **elective** unit I have selected counts towards completion of my course, and appears as an option on my course description.
- COURSE COORDINATOR:** Course Coordinator Name: \_\_\_\_\_  
 I have consulted my course coordinator (optional)
- SUBMISSION DATE:**  Prior to timely amendment date  Prior to census date (I am aware there may be fees)  Post census date (I have read all info)

## SECTION E: UNIT DISCONTINUATION TABLE

UNIT(S) OF STUDY TO BE DISCONTINUED			
UNIT OF STUDY CODE	UNIT OF STUDY TITLE	TEACHING PERIOD	CAMPUS

## SECTION F: UNIT ADDITION TABLE

UNIT(S) OF STUDY TO BE ADDED				COURSE AND UNIT REQUIREMENTS		
UNIT OF STUDY CODE	UNIT OF STUDY TITLE	TEACHING PERIOD	CAMPUS	ON COURSE MAP	MEET PRE/CO-REQS	CORE OR ELECTIVE UNIT

## SECTION G: STUDENT DECLARATION

I request the above change(s) to my enrolment. I have read and understood all instructions and information on this form (including the Privacy Information). I have sought advice from my course coordinator where necessary and am certain that these amendments will not adversely affect my meeting the requirements of my course.. I understand that any change of study load may mean a change from full-time to part-time study or vice versa and may incur additional HECS/FEE-HELP liability or tuition fees. I also acknowledge these changes may affect my eligibility for Centrelink payments and agree to advise them of any study load change.

I have paid any required fees at the time the amendment is made, and am aware of the relevant enrolment dates that will affect the fees required for this amendment.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	<b>STUDENT ADMIN OFFICER</b>	FORM SUBMISSION METHOD: <input type="checkbox"/> ASKVU <input type="checkbox"/> SSC SSC CAMPUS:	<input type="checkbox"/> STUDENT CHECKLIST COMPLETE
	RECEIVED BY (STAFF NAME):	PHONE:	DATE:
	SUBMISSION DATE: <input type="checkbox"/> PRIOR TO TIMELY AMENDMENT DATE <input type="checkbox"/> PRIOR TO CENSUS DATE <input type="checkbox"/> POST CENSUS DATE	STAFF INITIAL:	
	AMENDMENT TYPE: <input type="checkbox"/> CAMPUS SWAP ONLY <input type="checkbox"/> DISCONTINUE & ADD UNITS <input type="checkbox"/> ADD UNITS ONLY <input type="checkbox"/> DISCONTINUE UNITS ONLY	STAFF INITIAL:	
	COURSE COORDINATOR: <input type="checkbox"/> CONSULTED (optional) INTERNATIONAL STUDENTS: <input type="checkbox"/> A98 FORM REQUIRED <input type="checkbox"/> A98 FORM ATTACHED	STAFF INITIAL:	
	UNIT ADDITIONS: PLACES AVAILABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO	CHECKED BY (STAFF NAME):	DATE:
	PROCESSED BY (STAFF NAME):	PHONE:	DATE:
	<b>FEES OFFICER</b>	FEE AMENDMENTS: <input type="checkbox"/> YES <input type="checkbox"/> NO LATE FEES: <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> REQUIRED <input type="checkbox"/> APPLIED TO RECORD	DATE:
	SSAF: <input type="checkbox"/> SAME <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> REFUND REQUIRED	ADDITIONAL FEES/REFUND PROCESSED BY:	DATE:
	TUITION FEES: <input type="checkbox"/> SAME <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> REFUND REQUIRED	ADDITIONAL FEES/REFUND PROCESSED BY:	DATE:
FEES COMMENTS:	NAME:	PHONE:	

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 Email: **ASKVU** Question Tab [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
 Telephone: **Contact Centre** +613 9919 6100  
 On Campus: Student Service Centres

### STUDENT SERVICE CENTRES

City Flinders  
 Footscray Park  
 St Albans  
 Sunshine  
 Footscray Nicholson  
 City King  
 Werribee  
 Melton

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