

COURSE DISCONTINUATION

(A40 HIGHER EDUCATION STUDENTS)



Complete and sign this form to permanently discontinue (withdraw from) your course at Victoria University. You can submit your form online using **ASKVU** or in person at a **Student Service Centre**.

ENROLMENT OPTIONS: A number of options exist which you may wish to consider before terminating your enrolment. These options include selecting **Part Time Study** (in just one or two units each semester); Applying for an Enrolment **Intermission**, or 'leave of absence' (time away from study for 3-6 months, up to one year); Applying for an **Internal Transfer** to study in another course at VU; or Applying for **Special Consideration**— if your recent course work and assessments have been adversely affected by difficult circumstances.

STUDENT SUPPORT: We also have a number of dedicated Student Engagement and Support Services in place for those experiencing difficulty in meeting their course requirements, which are available to all VU students. For more information, visit: <http://www.vu.edu.au/student-life/getting-help> to access this range of services, including:

- Academic Support and Study Assistance
- Housing and Accommodation Services
- Counselling and Chaplaincy
- Student Welfare and Financial Advice/Assistance
- Crisis Counselling
- Childcare facilities
- Community Health and Support Services
- Student Advisory and Advocacy Services
- Student Disability Programs
- Legal Aid and Advice
- Course and Career Advice
- Work and Employment Seeking Services

STUDENT ID CARDS: When you are discontinued from your course, your Student ID card will become invalid. Submit your ID card with this form to avoid any issues.

LATE FORM SUBMISSION: Discontinuation forms submitted after Census date and prior to exams commencing will be subject to academic and financial penalties and will receive a **WN** (Withdrawn Failed) grade. Discontinuation is not permitted after the commencement of exams and an **N2** (Fail) grade will be issued.

REFUND OF FEES (DOMESTIC): If you are eligible for a refund, please allow 4-6 weeks for processing. Your refund cheque will be sent to your preferred mailing address. Please ensure your contact details are correct or update your address on your online student record using MYVU Portal.

INTERNATIONAL STUDENTS: Your application must be authorised Victoria University International (VUI). If seeking to transfer to another institution, you may be required to complete a Release Letter application. Please seek guidance from VU International staff (VUI), or submit a question online using **ASKVU** www.vu.edu.au/askvu

REFUND OF FEES (INTERNATIONAL): International onshore students should refer to the University refund policy available from VUI and submit a completed Refund application form to the VUI office. Please visit **ASKVU** www.vu.edu.au/askvu for more details about refunds.

RESEARCH STUDENTS: Your form must be approved by your Principal Supervisor, or authorised by a research officer within your relevant research school/department.

FAMILY NAME: _____ STUDENT ID:

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GIVEN NAME: _____ DATE OF BIRTH:

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STREET ADDRESS: _____

SUBURB: _____ STATE:

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 POST CODE:

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EMAIL: _____ HOME PHONE:

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COUNTRY (if not Australia): _____ MOBILE:

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COURSE CODE: _____ COURSE NAME: _____ CAMPUS: _____ STUDY YEAR/LEVEL: _____

ARE YOU AN INTERNATIONAL STUDENT? YES NO **I AM APPLYING FOR COURSE DISCONTINUATION ON ACCOUNT OF** (Please indicate below the **MAIN** reason):

- Higher preference (other VU course)
- Higher preference (other University)
- Personal/Family reasons
- Transfer to another VU TAFE course (submit new enrolment form)
- Travel distance to VU
- Language difficulty
- Course not suitable
- Financial reasons
- Transfer to another VU HE course (submit new enrolment form)
- Quality of course
- Academic difficulty
- Quality of teaching
- Employment

I am aware that the approval of this application means that I cease to be a student of Victoria University and am therefore not entitled to any benefits available to Victoria University students. I have read the Privacy information below. I am aware that my student ID card is invalid, and can no longer be used for any purpose. I have attached my student card to this form.

STUDENT SIGNATURE: _____ DATE: _____

OFFICE USE ONLY	VUI APPROVAL <input type="checkbox"/> REQUIRED <input type="checkbox"/> NOT REQUIRED		
	VUI OFFICER'S SIGNATURE:	PHONE:	DATE:
	RESEARCH SCHOOL APPROVAL <input type="checkbox"/> REQUIRED <input type="checkbox"/> NOT REQUIRED		
	SUPERVISOR'S SIGNATURE:	PHONE:	DATE:
	RESEARCH SCHOOL OFFICER'S SIGNATURE (if research supervisor is unavailable only):	PHONE:	DATE:
	SCD PROCESSING	SUBMISSION METHOD:	DATE:
RECEIVED BY:	PHONE:	DATE:	
PROCESSED BY:	PHONE:	DATE:	

CURRENT STUDENT INFORMATION

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

CONTACT US

Online Live Chat: **ASKVU** Chat Tab www.vu.edu.au/askvu
Email: **ASKVU** Question Tab 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 our Privacy Policy (www.vu.edu.au/privacy).