



(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 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.

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 |
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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_____

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|-----------------|--------------------------------|---|
| 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
Phone +613 9919 6100
Web 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) and the Privacy Policy (www.vu.edu.au/privacy).