

APPLICATION FOR AN AWARD ALTERNATE EXIT



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

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 <http://www.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 <https://askvu.vu.edu.au/> to a Student Service Centre or the address listed below. 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.

FAMILY NAME: _____ STUDENT ID: _____

GIVEN NAME: _____ DATE OF BIRTH: ____/____/19____

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 with relevant documentation attached, either original or certified copy.

CONTACT DETAILS – To change your name and/or address you must complete a Personal Details Amendment Form

STREET NUMBER AND NAME: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

COUNTRY: _____ PHONE: _____ MOBILE: _____

EMAIL ADDRESS: _____

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: ____/____/20____



RECEIPT OF LODGEMENT - If you lodge this form at a Student Service Centre you should keep this receipt after it is stamped.

YOUR APPLICATION FOR THE AWARD OF _____ HAS BEEN LODGED.

NAME: _____ STUDENT ID: _____ DATE: ____/____/20____

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 and complete a Personal Details Amendment form.

CONTACT	STUDENT SERVICE CENTRES	MAIL TO
Enquiries	ASKVU: www.vu.edu.au/askvu	Assessment and Completions Office
Phone	City Flinders	St Albans Campus
Phone	City King	Victoria University
Fax	Footscray Nicholson	PO Box 14428
Web	Footscray Park	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).