

# COURSE WITHDRAWAL APPLICATION (HIGHER EDUCATION) – A40



**VICTORIA  
UNIVERSITY**

**A NEW  
SCHOOL OF  
THOUGHT**

Please read the information and instructions on the reverse of this form carefully prior to completing this form.

Please write in BLOCK LETTERS

STUDENT ID NUMBER

<b>YOUR NAME &amp; COURSE DETAILS</b>					
FAMILY NAME		CAMPUS		INTERNATIONAL ONSHORE STUDENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
FIRST NAME		STUDY YEAR	20	SEMESTER (1, 2, 3 OR 4)	
OTHER NAMES				COURSE CODE	

<b>YOUR MAILING ADDRESS for notification of outcome</b>		Is this a change of address? (Y/N) <input type="checkbox"/>	
STREET NUMBER and NAME		STATE	
SUBURB/TOWN		POSTCODE	
COUNTRY (if not Australia)		DAYTIME or MOBILE PHONE NUMBER	

<b>YOUR APPLICATION DETAILS</b>	
I AM APPLYING FOR (tick applicable box/es)	<input type="checkbox"/> COURSE WITHDRAWAL (Please indicate below the MAIN reason you are withdrawing) <ul style="list-style-type: none"> <li><input type="checkbox"/> (1) Transfer to another Institution (attach proof of enrolment)</li> <li><input type="checkbox"/> (2) Transfer to another VU TAFE course (submit enrolment form for new course)</li> <li><input type="checkbox"/> (3) Transfer to another VU Higher Education course (submit enrolment form for new course)</li> <li><input type="checkbox"/> (4) Employment</li> <li><input type="checkbox"/> (5) Personal/Family reasons (including medical, travel etc)</li> <li><input type="checkbox"/> (6) Financial reasons</li> <li><input type="checkbox"/> (7) Academic difficulty</li> <li><input type="checkbox"/> (8) Language difficulty</li> <li><input type="checkbox"/> (9) Course not suitable</li> <li><input type="checkbox"/> (12) Travel distance to VU</li> <li><input type="checkbox"/> (13) Higher preference for other university/course</li> </ul>

I have read the instructions and the Privacy Notice on the reverse of this form. 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. My student ID card (or a Statutory Declaration – if card is lost) is attached to this application form.

Student's Signature: ..... Date: .....

COMPLETED & FACULTY APPROVED FORM TO BE SUBMITTED AT A STUDENT SERVICE CENTRE ON YOUR CAMPUS

OFFSHORE STUDENTS TO SUBMIT FORM AT THEIR SITE OF STUDY

<b>TO BE COMPLETED BY FACULTY - Do you approve the above application?</b>									
<input type="checkbox"/> Yes <input type="checkbox"/> No (State the recommended status)			VUI BRANCH APPROVAL (required for International onshore students)						
Status: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> WDR - Withdrawal TFR - Course Transfer (new course, new units) TFRI - Course Transfer (new course, exisiting units)							Officer's Signature: ..... <b>INTERNATIONAL BRANCH STAMP</b> ..... Officer's Name: ..... Officer's Position Title: ..... Phone Extension: ..... Date: .....		
Comments: .....									
<b>FACULTY APPROVAL (MUST be signed except for Research Students)</b>			<b>RESEARCH STUDENTS (Doctoral or Masters by Research students)</b>						
Officer's Signature: .....			Supervisor's Signature: .....						
Officer's Name: .....			Phone Extension: ..... Date: .....						
Officer's Position Title: .....			Faculty Research Officer's Signature: .....						
Phone Extension: ..... Date: .....			Phone Extension: ..... Date: .....						
Stud Admin USE ONLY	Processed by:	Date:	REFUND due: Y/N	Processed by:	Date:				

# THIS FORM MUST BE APPROVED BY YOUR FACULTY.

<b>FACULTY OF BUSINESS AND LAW</b>  <b>ALL CAMPUSES</b> PO Box 14428 Melbourne City 8001 Footscray Park Fax: 9919 5417 City Fax: 9919 1064 Werribee Fax: 9919 8117 Sunbury Fax: 9919 3217 Ph: 9919 4471 Email: buslawcourses@vu.edu.au	<b>FACULTY OF HEALTH ENGINEERING &amp; SCIENCE</b>  PO Box 14428 Melbourne City 8001 Footscray Park Fax: 9919 4803 St Albans Fax: 9919 2643 Werribee Fax: 9919 8101 Ph: 9919 4516 Email: hes@vu.edu.au	<b>FACULTY OF ARTS, EDUCATION AND HUMAN DEVELOPMENT</b>  <b>ALL CAMPUSES</b> PO Box 14428 Melbourne City 8001 Fax: 9919 2242 Ph: 9919 2232 Email: artscourses@vu.edu.au
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## INFORMATION ABOUT COURSE WITHDRAWAL APPLICATION (HIGHER EDUCATION)

This form is used to apply for permanent withdrawal from a course.

## APPLICATION RESTRICTIONS

Course Withdrawal Applications must be made in writing on this form. Withdrawals after Census date and prior to commencement of exams will receive a WN (Withdrew Failed) grade, incur all fees for units enrolled and will be charged a \$60 post census amendment fee. Withdrawals once exams commence are not permitted and an N2 (Fail) grade will be issued.

## INTERNATIONAL ONSHORE STUDENTS

If you are an International onshore student your application to withdraw from your course must be authorised by the Faculty Officer controlling your course and by Victoria University International (VUI).

## RESEARCH STUDENTS

Your application is to be authorised by your Principle Supervisor and the Faculty Research Officer.

## ID CARDS

Your current Student Identification Card must be attached to this form as you cease to be a Victoria University student. A Statutory Declaration is to accompany this form if your current ID card has been lost or stolen.

## REFUND OF FEES (ONSHORE STUDENTS ONLY)

Fees information is listed below. If you believe you are eligible for a refund, please complete a Refund Application form and submit it with this form, to a Student Service Centre on your campus.

International Onshore Students should refer to the University Refund Policy, available from VUI Branch and the completed Refund Application form is to be submitted to the VUI Office.

TYPE OF FEE	BEFORE SEMESTER 1 CENSUS DAY (31 MARCH)	AFTER SEMESTER 1 CENSUS DAY (31 MARCH) BUT BEFORE SEMESTER 2 CENSUS DAY (31 AUGUST)	AFTER SEMESTER 2 CENSUS DAY (31 AUGUST)
Student Contribution/HELP Fee – upfront payment	Full Refund for applicable semester/s	No refund for Semester 1, but full refund of Semester 2 component	No refund applicable
Student Contribution/HELP Fee – deferred liability	Reduction of liability for applicable semester/s	No reduction of liability for Semester 1, but full reduction of liability for Semester 2	No reduction of liability applicable
Non-award Tuition Fees	Full Refund for applicable semester/s	No refund for Semester 1, but full refund of Semester 2 component	No refund applicable
Full Fee Tuition Fees	Full Refund for applicable semester/s	No refund for Semester 1, but full refund of Semester 2 component	No refund applicable

<b>STUDENT CONTACT CENTRE</b>  <b>FAQs &amp; Email</b> <a href="http://www.vu.edu.au/askvu">www.vu.edu.au/askvu</a> <b>Telephone</b> + 61 3 9919 6100 <b>Fax</b> + 61 3 9919 4429 <b>Web</b> <a href="http://www.vu.edu.au/students">www.vu.edu.au/students</a>	<b>STUDENT SERVICE CENTRES</b>  <ul style="list-style-type: none"> <li>• City Flinders</li> <li>• City King</li> <li>• Footscray Nicholson</li> <li>• Footscray Park</li> <li>• Melton</li> <li>• Newport</li> <li>• St Albans</li> <li>• Sunbury</li> <li>• Sunshine</li> <li>• Werribee</li> </ul>
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CRICOS Provider No: 00124k

### Privacy Notice

Victoria University's Student Services Department (SSD) is committed to protecting and maintaining the privacy, accuracy and security of your personal and health information and complies with the University's published privacy policies, commitments, guidelines and procedures which conform to and support all privacy obligations that bind the University. SSD collects personal (including sensitive) and health information, such as academic, fee and other personal details, in accordance with Victoria University's privacy commitments, guidelines and procedures for purposes relevant to your enrolment and the administration of your course (including assessment and processing of your application, administering enrolment details and assisting with statistical and market research and planning) and to provide you with information about other courses, products and services available at Victoria University. Personal information, including some sensitive and health information, is requested for government and statistical reporting. If any law requires particular information to be collected, SSD will inform you at the time the collection is to happen. If you do not provide SSD with the information SSD collects when you are asked, Victoria University will be unable to fulfil some or all enrolment-related and government reporting or statistical requirements, or to maintain your complete academic record. Victoria University will usually disclose information SSD collects about you to regulatory bodies, government and law enforcement agencies (such as the Australian Tax Office, Department of Education, Science and Training and Office of Training and Tertiary Education). In prescribed circumstances, health information is disclosed to prescribed health practitioners and/or prescribed emergency-related bodies. You should contact us if your details change, or if you believe the information we have about you is not accurate. You may seek access to personal and health information SSD holds about you by contacting SSD, and you will be advised at the time of your request for access of any applicable fee. Formal access applications under the Freedom of Information (FOI) Act can be made to the University's FOI Coordinator, Governance and Policy Branch, PO Box 14428, MELBOURNE VIC 8001, or [foi@vu.edu.au](mailto:foi@vu.edu.au). Information regarding Victoria University's Privacy Policy can be obtained from the University's Privacy Officer who can be contacted at the same address. Full details of Victoria University's Privacy Policies can be viewed on the internet at [www.vu.edu.au](http://www.vu.edu.au).