

COURSE DISCONTINUATION



(HIGHER EDUCATION STUDENTS)

Complete and sign this form to permanently discontinue your course at Victoria University. Completed and Faculty approved forms are to be submitted to a Student Service Centre.

PLEASE NOTE: Discontinuations 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Census date and prior to exams commencing will be subject to academic and financial penalties and will receive a WN (Withdrawn Failed) grade.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.

INTERNATIONAL ONSHORE STUDENTS

Your application must be authorised by the Faculty/School Officer responsible for your course AND by 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 a Student Service Centre.

OFFSHORE STUDENTS

Your application must be authorised by the Faculty/School Officer at your institution.

RESEARCH STUDENTS

You must have the application authorised by your Principal Supervisor and the Faculty/School Research Officer.

STUDENT ID CARDS

Your current student identification card must be attached to this form because you cease to be a student when discontinuing your course. If your current ID card is lost or stolen, you must attach a Statutory Declaration to this form.

REFUND OF FEES (ONSHORE STUDENTS ONLY)

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 Student Connect via MYVU Portal.

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.

Please write in BLOCK LETTERS using a black or blue pen.

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|-----------------------------|--------------|-------------|--|
| FAMILY NAME: | | STUDENT ID: | |
| GIVEN NAME: | STUDY YEAR: | LOCATION: | |
| COURSE NAME: | COURSE CODE: | LEVEL: | |
| STREET NUMBER AND NAME: | | | |
| SUBURB: | STATE: | POST CODE: | |
| COUNTRY (if not Australia): | | PHONE: | |

ARE YOU AN INTERNATIONAL ONSHORE STUDENT?

NO YES

ARE YOU AN OFFSHORE STUDENT?

NO YES

I AM APPLYING FOR COURSE DISCONTINUATION ON ACCOUNT OF (Please indicate below the MAIN reason):

- | | | | | |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Transfer to another Institution (attach proof of enrolment) | <input type="checkbox"/> Transfer to another VU Higher Education course (submit enrolment form for new course) | | | |
| <input type="checkbox"/> Transfer to another VU TAFE course (submit enrolment form for new course) | <input type="checkbox"/> Higher preference for other University/course | | | |
| <input type="checkbox"/> Personal/Family reasons | <input type="checkbox"/> Academic difficulty | <input type="checkbox"/> Course not suitable | <input type="checkbox"/> Quality of course | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Financial reasons | <input type="checkbox"/> Language difficulty | <input type="checkbox"/> Travel distance to VU | <input type="checkbox"/> Quality of teaching | |

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 Statutory Declaration – if the card is lost) is attached to this application form. I have read the Privacy information below.

STUDENT SIGNATURE: _____ DATE: ____/____/20____

| | | | |
|----------------------------------------------|-----------------------------------------------------------------------|--------|-------|
| OFFICE USE ONLY | FACULTY APPROVAL (MUST BE SIGNED EXCEPT FOR RESEARCH STUDENTS) | | |
| | APPROVING OFFICER'S NAME: | PHONE: | |
| | APPROVING OFFICER'S SIGNATURE: | DATE: | |
| | VUI APPROVAL (REQUIRED FOR INTERNATIONAL ONSHORE STUDENTS) | | |
| | APPROVING OFFICER'S NAME: | PHONE: | |
| | APPROVING OFFICER'S SIGNATURE: | DATE: | |
| | RESEARCH STUDENTS (DOCTORAL OR MASTERS BY RESEARCH STUDENTS) | | |
| | SUPERVISOR'S SIGNATURE: | PHONE: | DATE: |
| FACULTY/SCHOOL RESEARCH OFFICER'S SIGNATURE: | PHONE: | DATE: | |
| SCD PROCESSED BY: | DATE: | | |

FACULTY OF BUSINESS AND LAW

PO Box 14428
Melbourne VIC 8001
Footscray Park fax 9919 5417
City fax 9919 1064
Werribee fax 9919 8117
Phone 9919 4471
Email buslawcourses@vu.edu.au

FACULTY OF HEALTH, ENGINEERING AND SCIENCE

PO Box 14428
Melbourne VIC 8001
Footscray Park fax 9919 4803
St Albans fax 9919 2643
Werribee fax 9919 8101
Phone 9919 4516
Email hes@vu.edu.au

FACULTY OF ARTS, EDUCATION AND HUMAN DEVELOPMENT

PO Box 14428
Melbourne VIC 8001
All locations fax 9919 2242
Phone 9919 2232
Email artscourses@vu.edu.au

CONTACT

Enquiries [ASKVU www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)
Phone +613 9919 6100
Web www.vu.edu.au/students

STUDENT SERVICE CENTRES

| | | |
|---------------------|----------------|----------|
| City Flinders | Footscray Park | Sunshine |
| City King | Newport | Werribee |
| Footscray Nicholson | St Albans | Melton |

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).