

IMPORTANT: YOU MUST READ ALL INFORMATION ON THIS FORM

Changing your campus

If you are requesting a campus swap for unit(s) of study in which you are currently enrolled, simply complete the campus swap table in Section C on page 3 of this form.

Please note: Not all campuses will have places available for students to swap into once the formal enrolment period has ended and study period has begun, so you may not be able to change your campus location at this time. Determine whether you would like to remain enrolled in that unit of study at your current campus, or withdraw if no places are available at your preferred campus, and clearly indicate this decision in the final column of the campus swap table.

Will your study load change?

Your study load is your course workload, and whether you are considered to be a full time or part time student. This is determined by the number of credit points you are enrolled in each study period. Your study load is likely to change when you amend your enrolment, particularly if you add or withdraw a different number of units within the same study period. Fee implications exist for all students if your study load changes (see 'Fee implications' below).

You require approval from your College if you are increasing your load to more than 48 credit points per half year study period (i.e. January – June/July – December). [The ESF04 Enrolment Overload Variation](#) form must be completed and approved by the College and submitted instead of this form.

International students

As part of the student visa requirements, you are expected to complete your course within the duration stipulated on your Confirmation of Enrolment (CoE). A reduction in study load can have potential visa implications because it may increase the duration of your course and visa end date. For any reduction in load below the expected 48 credit points per half year study period, you must seek College recommendation and permission from the Enrolments team. You must also submit the [A98 Reduced Study Load](#) application form including supporting documentation or, if you increase your load, complete the [ESF04 Enrolment Overload Variation](#) form.

Fee implications

- **Student Services & Amenities Fee (SSAF):** The SSAF is applied to each student on the basis of study load, specifically if you are considered to be a full time or part time student. You will be required to pay additional service fees if you change to full time study, or entitled to a refund if you change your study load to part time.
- **Full fee/HECS/FEE-HELP:** Changing your units of study may result in additional tuition fees and HECS/FEE-HELP liability, or you may be entitled to a refund.
- **Centrelink eligibility:** Adding to Reducing your study load to below full-load (0.375-0.500EFT) per semester (first half or second half of year) may affect eligibility for Centrelink payments.
If you are receiving benefits, you must notify Centrelink of any changes to your study load (total credit points, or Equivalent Full Time Study Load – EFTSL – for each study period).
- **HECS-HELP entitlement:** Students who have consumed all of their HECS-HELP entitlement can undertake additional units only on an upfront full fee-paying basis.

Late submission – post-Census date (financial and academic penalties)

- **Late unit withdrawal:** The Census date (vu.edu.au/current-students/your-course/enrolment/enrolment-dates) in a study period is the cut-off date to withdraw from your units or course. This is also the date by which student information is reported to the Department of Education and Training and the Australian Taxation Department (ATO). Therefore, your HECS/FEE-HELP liability cannot be reduced or refunded when withdrawing units after Census date. If you miss the Census date, there are deadlines for withdrawing without academic penalty and withdrawing with academic penalty. Please refer to the website and relevant study period for more information. vu.edu.au/current-students/your-course/enrolment/enrolment-dates
- **Late unit addition:** Unit additions submitted after the [Administrative Census date](#) are only permitted with College approval. Unit additions after Census date will incur full fees under Commonwealth legislation. As a Commonwealth supported student, if you are not enrolled in a unit of study prior to Census date, you will not be eligible for Commonwealth Support for that unit. You will be required to enrol in a non-award unit of study and pay the full fee cost of the unit. Payment of fees must be made on the day of the enrolment amendment. The minimum full fee payment for a single unit of study can be found here: vu.edu.au/courses/fees-assistance/higher-education-fees. The amount will vary depending on the unit of study.
- **Special circumstances:** If you feel you have special circumstances that require consideration, see the [A93 Remission of HECS](#) form for further information regarding post-Census date enrolment amendments and changes to fees.

Campus swap instructions

Check your units are running at your preferred campus and complete the table in Section 3. Please note: If your requested campus swap cannot be processed as there are no places at your preferred campus, you need to indicate whether you wish to remain enrolled in that unit of study at the current campus, or if you wish to withdraw from it completely.

You do not have to complete any other steps, other than signing and submitting your form within the required enrolment amendment dates (see steps 15–19 below).

Unit amendment instructions

- Course search:** Go to vu.edu.au/courses and search for your course using the title or code to open the online course description. Scroll down to the Units and electives heading, and press '+ Show units and electives' to view your course structure, and all of the units that count towards completion of your course.
- Study load:** Some units are weighted at a higher or lower amount of credit, so ensure you check each unit that you enrol in. A general rule is that a total of 36–48 credit points total for all units combined is considered Full Time, while 12–24 credit points each compulsory study period is part time study. See vu.edu.au/courses for more info on unit credit points and vu.edu.au/askvu for further enquiries.
- Amendment type:** Select the type of amendment you wish to make using this form:
 Withdraw & add units Add only (go to step 5) Withdraw only (go to step 9)
- If unavailable:** If you wish to withdraw as well as add units, would you still want to withdraw from units if your desired units are not available?
 Yes No
- Timetable:** Check your desired units are running in the study period and year you wish to add them to your enrolment. Not all units run every study period and every year.
- Campus:** Check the campus(es) where your additional unit(s) of study are running. Identify and select your preferred campus to enrol in for each unit of study.
- Unit requirements:** Ensure you fulfil all of the entry requirements to undertake each desired unit you wish to add to your enrolment. You must have completed unit pre-requisites and be enrolled in any co-requisite units.
- Unit study level:** Check the study year level, which indicates the prescribed structure, or order, by which to undertake units. If you meet the entry requirements, you will usually be able to enrol in any study level, but check the course structure to ensure you are going to undertake your units in a manageable order.
- Core units/electives:** Ensure that you are working towards completing all core units required within the course structure, as well as selecting the correct number of electives (if any) from those outlined in the online course description.
- Course and Unit Advisor (CUA):** If you are uncertain about which units to enrol in, consult your CUA for specific advice about the content, learning objectives and relevant outcomes of all attached units, as well as specific course structure enquiries, and your course options overall.
- VUHQ:** If you are unable to locate your CUA, phone VUHQ on +61 3 9919 6100 for assistance. We can provide you with their contact details, as well as seek to find the answer on your behalf. You can also submit your questions online using ASKVU.
- Checklist:** Complete the Unit Amendment Checklist in Section D on page 3 of this form.
- Unit amendment tables:** Complete the WITHDRAW/ADD (Section E & Section F) unit amendment tables on page 4 of this form.
- Declaration:** After you have completed the checklist, sign the declaration statement in Section G on page 4 of this form.
- Admin Census:** Each study period has an Admin Census date (last day to add units), by which all enrolment changes should be made. Amendments made after the administrative census date need to be approved by the College and will incur a late amendment administration fee. See the [Student Guide](#) for more info.
- Census date:** You must submit this form before Census date, as your enrolment cannot be amended after this day (for the current study period). Amendments made after Census date in each study period will incur financial and academic penalties, as this is the date when your enrolment is deemed final. Further info below.
- Submission:** Once completed and signed, you can submit your form online using ASKVU (by attaching a scanned copy), or in person at a VUHQ.
- Offshore submission:** Offshore international students must submit this form to the partner institution of study at which you are enrolled.

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

SECTION A – PERSONAL DETAILS

Student ID Family name

Given names Date of birth

Are you an international onshore student?

No Yes – If YES, and your study load changes, you MUST attach a Enrolments approved Reduced Study or Overload form.

You must seek College recommendation and the permission from the Enrolments team by completing the [A98 Reduced Study Load Application](#) form including supporting documentation or, if you increase your load, complete the [ESF04 Enrolment Overload Variation](#) form.

SECTION B – COURSE DETAILS

What course are you currently enrolled in?

Course title Course code

Campus Study year/level

SECTION C – CAMPUS SWAP TABLE

Unit of study code	Unit of Study Title	Study period	Study mode	Current campus	Preferred campus	Withdraw if places are unavailable at other campus?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION D – UNIT AMENDMENT CHECKLIST

Complete this checklist to ensure that all units you enrol in comply with your course requirements and count towards the completion of your course.

- Course search:** I have checked the units in my online course description to ensure I am meeting all of my course structure requirements.
- Study load:** I wish to study: Part time Full time
- Amendment type:** Withdraw & add units Add only (go to step 5) Withdraw only (go to step 6)
- If places are unavailable:** If you wish to withdraw as well as add units, do you still wish to withdraw your existing units if your desired units are not available? Yes No
- Running in year/study period:** Each unit I wish to add is running in the study period and year for which I am seeking to amend my enrolled units.
- Unit requirements:** I have completed any pre-requisite units I am enrolled in the co-requisite units
- Study level:** The units in which I wish to be enrolled meet the structured level of my course OR I am aware that this unit is a higher level than I have completed, but I meet all of the unit entry requirements and wish to undertake it now for a particular reason. (We strongly suggest that you consult with your CUA in this case.)

Please state reason:

8. Core units/electives:

- Each elective unit I have selected counts towards completion of my course and appears as an option on my course description.
- I am progressing towards completing all core units in the prescribed course structure, even with this unit amendment.

9. CUA: I have consulted my CUA (optional)

CUA name

- 10. Submission date:** By Census date (no fees or academic penalty) Admin Census date (last day to add)
 Post Census date (I am aware of fee liability and academic penalty)

SECTION E – UNIT WITHDRAWAL TABLE

Unit of study code	Unit of study title	Study period	Campus	Study mode

SECTION F – UNIT ADDITION TABLE

Unit of study code	Unit of study title	Study period	Campus	On course structure	Study mode

SECTION G – STUDENT DECLARATION

I request the above change(s) to my enrolment. I have read and understood all instructions and information on this form (including the Privacy Information). I have sought advice from my CUA where necessary and am certain that these amendments will not adversely affect my meeting the requirements of my course. I understand that any change of study load may mean a change from full-time to part-time study or vice versa and may incur additional HECS/FEE-HELP liability or tuition fees. I also acknowledge these changes may affect my eligibility for Centrelink payments and agree to advise them of any study load change.

I have paid any required fees at the time the amendment is made, and am aware of the relevant enrolment dates that will affect the fees required for this amendment.

Signature	Date
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OFFICE USE ONLY Submitted via VUHQ VUHQ stamp Staff name Date Received by Enrolments Date Processed on system by staffName **Signature** **Date** Late Unit Addition approved by CUA Date

Reason for late addition

Special comments

CUA name **Signature** **Date** **PRIVACY STATEMENT**

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy.

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

CONTACT US

If you have any questions, you can access **ASKVU** (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Campus
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee