

APPLICATION FOR UNIT OF STUDY ADDITION

TAFE STUDENTS ONLY

Complete and sign this form to request the addition of Unit(s) of Study. For units to be added, this form must be authorised by the relevant Victoria University Polytechnic College and have a tick sheet attached.

Any change of enrolled hours may incur additional VET STUDENT LOAN (VSL) 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 concession card AT THE TIME OF ADDITION. Please refer to vupolytechnic.edu.au/fees-scholarships/course-fees to find out if you are eligible for concession fees. Changes may affect your eligibility for Centrelink payments and you must advise them of any study load change.

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

PERSONAL DETAILS

FAMILY NAME		STUDENT ID	
GIVEN NAME		DATE OF BIRTH	
EMAIL ADDRESS			

COURSE DETAILS - VICTORIA UNIVERSITY POLYTECHNIC COURSE

COURSE CODE	
COURSE TITLE	

CONCESSION

(Only applicable to Certificate IV and below courses eligible to access a government funded place)

DO YOU HAVE A VALID CONCESSION CARD? NO YES (If yes, attach a copy of your concession card to this form)

UNIT OF STUDY TO BE ADDED

VU UNIT CODE	VU UNIT TITLE

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 Department of Education and Training 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.

STUDENT DECLARATION

I request the above change(s) to my enrolment. I understand that any change of enrolled hours may incur additional fees. I declare the details provided to be true and correct and I have read the Privacy information above.

Signature: _____ Date: ____ / ____ / ____

DEPARTMENT APPROVAL

TEMPLATE CODE: _____ TICK SHEET IS ATTACHED

APPROVING OFFICER SIGNATURE: _____

DATE: _____

APPROVING OFFICER NAME: _____

DATE: _____

PROCESSED BY: _____

SIGNATURE: _____

DATE: _____