

# A42 – NON AWARD UNIT OF STUDY APPLICATION



This form is for members of the community who wish to study in a single unit or units outside of a formalised qualification framework at Victoria University (VU). Use this form to apply for units available at VU if you do not wish to work towards an award and undertake an entire course.

International students on a [student visa](#) are not eligible to study a non award course/unit of study.

**Current non-VU students:** If you are currently enrolled in a course at another educational organisation in Australia, and seeking to undertake a unit at VU that will count towards completion of an award at your home institution, please see the [A41B Cross-Institutional Study \(Inbound\) Application](#) form instead.

## Required documents

The following supporting documentation should be attached to your application:

- a statement outlining your reasons for wanting to undertake this unit(s) of study
- details of any previous work experience relevant to the unit(s) for which you are applying
- evidence of previous studies including secondary and post-secondary qualification (e.g.. certified copies of your academic record)
- citizenship and/or residency status proof.

**Please note: You will be charged the full fee rate and payment will be required upfront for any unit/s you are enrolled into. Payment needs to be made by the due date on your tax invoice.**

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

## 1. PERSONAL DETAILS

Title  Family name

Given names  Date of birth

Phone  Address

Email

Current citizenship or residency status:

Australian citizen       New Zealand citizen       Temporary visa holder (bridging visa)

Australian permanent resident       Permanent humanitarian visa holder       Other

## 2. PREVIOUS OR CURRENT VU COURSE DETAILS

Have you previously applied for a course or have been/are currently enrolled at Victoria University?  Yes  No

Student ID (if known)  Last year of study (if known)

Course title  Course code

## 3. UNIT PREFERENCES

Please indicate the unit(s) of study you would like to undertake, in order of preference:

Study year	Teaching period	Unit of study code	Unit of study title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please note: VU reserves the right to admit applicants only to those units of study for which places are available.**

## 4. EDUCATION HISTORY

List your secondary and any post-secondary education. Attach copies of results transcripts.

Institution	Course code	Course name	Final year	Attempted/complete

## 5. EMPLOYMENT EXPERIENCE

List your secondary and any post-secondary education. Attach copies of results transcripts.

Industry	Organisation	Position/role	Dates	Description/comments

## 6. PERSONAL STATEMENT

Places are generally only available if you meet the unit entry requirements to ensure you have the best opportunity for success. However, if you can demonstrate your capacity for study in the particular unit(s) you have selected for non-award enrolment, provide the relevant details below.

Field(s) of interest

Please outline your reasons for undertaking non-award study in the unit(s) listed on the previous page (e.g. intention of future study, career/educational goals, personal hobbies/interests).

## 7. STUDENT DECLARATION

- Students are entitled to seek recognition for single units of study which they have satisfactorily completed when they apply for admission to an Award course. The maximum allowable credit and the process for recognition are assessed in accordance with the Student Assessment and Progress Policy.
- I declare the above information provided by me is true and completed in full.
- I have read the Privacy Policy and I agree to abide by the regulations and policies of VU.

Signature

Date

**OFFICE USE ONLY****VUI approval (if required)**Date received  Is this application approved?  Yes  NoName Position  Phone Date processed **Form submission processing**Received at (where)  Date received Assessment required?  Yes  NoReceived by Position  Phone Date sent to College **College assessment (if required)**Date received  Place available?  Yes  No Enrolment approved?  Yes  NoAssessed by College/school  Phone  Date assessed **Enrolment processing**Date received Enrolment approved?  Yes  No Enrolment form attached?  Yes  NoAssessed by College/school  Phone  Date assessed **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](http://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](http://vu.edu.au/privacy).

**CONTACT US**

If you have any questions, you can access ASKVU ([askvu.vu.edu.au](http://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