

# ESF04 – ENROLMENT OVERLOAD VARIATION

This form is to be used if your enrolment exceeds the approved academic load of 12 credit points per Block teaching period.

The overload must be authorised by the College and submitted to the Enrolments team by the specified [Administrative Census Date](#) of the relevant study period.

You can submit the form in person at VUHQ or email to the Enrolments team via [ASKVU \(askvu.vu.edu.au\)](mailto:askvu.vu.edu.au).

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

## 1. PERSONAL DETAILS

Student ID  Family name

Given names  Date of birth

Are you an international student?  Yes  No

Onshore international students are subject to [student visa conditions](#) and are required to complete their course within the expected course duration. Visit the [Department of Home Affairs](#) website for more visa information.

## 2. COURSE DETAILS

Course title  Course code

Home campus

## 3. ENROLMENT OVERLOAD VARIATION REASON

Unusual course structure  Finish course early  Repeat units

Other (please specify):

## 4. UNIT ADDITION

Please indicate the unit(s) of study you would like to add:

Unit code	Unit title	Study mode	Study period	Study year
<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 5. STUDENT DECLARATION

- 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

## COLLEGE TO COMPLETE

College/school name

### Check/insert applicable

Overload approved for  unit(s), in study periods  : Specify unit code(s)

Overload not approved for  unit(s): Specify unit(s) code(s)

Waive unit/course rule to allow overload (if applicable)

Do not waive unit/course rule (if applicable)

### College staff authorising overload

First Name

Surname

### OFFICE USE ONLY

#### Authorising Officer

Processed/stamped enrolments:  Yes  No

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](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