

A40 – COURSE WITHDRAWAL APPLICATION (SYDNEY & BRISBANE)

This form is to be used by international higher education students and offshore students.

Complete and sign this form to permanently withdraw from your course at Victoria University (VU). You can submit your form by email to the Student Administration team via studentadministration@vusydney.edu.au

Student support: a number of options exist which you may wish to consider before terminating your enrolment. You may seek out student services if you are experiencing academic or adjustment issues.

Learning support: We also have a number of dedicated support services in place for those experiencing difficulty in meeting their course requirements, which are available to all VU students.

Late form submission: Withdrawal forms submitted after [Census date](#) will be subject to financial penalties.

Withdrawal forms submitted after the last day to withdraw without academic penalty will receive a WN (withdrawn fail) grade and you will be liable for your fees. Withdrawal is not permitted after the commencement of exams and an N2 (Fail) grade will be issued. For more information, visit vu.edu.au/enrolment-dates

International students: The course withdrawal is not a release. You can seek guidance from the Student Administration team via studentadministration@vusydney.edu.au

Refund of fees (international): International onshore students should refer to the University refund policy and submit a completed refund application form to submit a complete refund application to refunds@eca.edu.au. Please send an email to refunds@eca.edu.au for information about your refund.

Please complete this form in **BLOCK LETTERS**.

1. PERSONAL DETAILS

Student ID		Family name	
Given names		Date of birth	

2. COURSE DETAILS

What VU course are you currently enrolled in?

Course title		Course code	
Campus		Study period	
Are you an international student?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

3. APPLICATION

I am applying for a course withdrawal on account of (please indicate the main reason):

<input type="checkbox"/> Academic difficulty	<input type="checkbox"/> Higher preference for another institution	<input type="checkbox"/> Quality of teaching
<input type="checkbox"/> Employment	<input type="checkbox"/> Language difficulty	<input type="checkbox"/> Health reasons
<input type="checkbox"/> Financial reasons	<input type="checkbox"/> Personal/family reasons	<input type="checkbox"/> Quality of course
<input type="checkbox"/> Transfer to another VU course	<input type="checkbox"/> Transfer to another institution (please specify):	
<input type="checkbox"/> Other (please specify):		

3. STUDENT DECLARATION

- I am aware that the processing 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.
- I have read the Privacy Policy and I agree to abide by the regulations and policies of Victoria University.

Signature	Date
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OFFICE USE ONLY**Initial Review & Approval by Compliance Officer**Form and all supporting documents received Date Form and all supporting documents verified and approved ☐ Yes ☐ NoComments Name **Signature****Date****Processing by Student Administration Officer**Application Processed ☐ Yes ☐ No Form and all supporting documents uploaded in systems ☐ Yes ☐ NoApproval updated in systems ☐ Yes ☐ NoComments 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 email us at studentadministration@vusydney.edu.au, call us on +61 (07) 3210 7402 (VU Brisbane) or +61 (02) 8265 3222 (VU Sydney) or visit us at our campus locations.

You can find our campusus at the following locations:

♦ VU Brisbane: Level 1/269
Wickham St, Fortitude Valley
QLD 4006

♦ VU Sydney: Level
1/160 Sussex St,
Sydney NSW 2000