



Variation to Enrolment Form

Purpose of this form:

This form should be completed by students who would like to make variation/changes to their enrolled course or units at Victorian School of Commerce (VSC). Students should complete this form if they would like to include/add more than four (4) units of study in a semester or exclude/drop units that they are enrolled in from a semester.

Note: International students are required to maintain a full-time study load to meet the conditions of their student visa and enrol in at least 4 units per semester. International students may be permitted to enrol in less than 4 units of study due to compassionate or compelling circumstances, to support academic progression (intervention strategy) or program completion, or unit availability. Please refer to VSC's [Enrolment Policy](#).

Please note that the student will need to provide demonstrable evidence of the compassionate or compelling circumstances. Staff should be able to assist the student in understanding the type of evidence that will meet the criteria of compassionate or compelling circumstances.

Staff will need to verify the validity of the evidence and be satisfied as to its authenticity. In circumstances of doubt, the staff member must refer the matter to the Dean or the CEO.

Instructions to complete and submit this form

1. Before completing this form, please carefully read and understand VSC's [Enrolment Policy](#).
2. Please carefully read and address the sections of this form that are applicable to your variation to enrolment application. If you need assistance to understand this form, please contact VSC's reception or Student Support Services via call on 1800 343 880 or email to admin@vsc.vic.edu.au or visit them in person.
3. It is strongly suggested that you complete this form by typed response, for VSC to properly read and understand your variation to enrolment application.
4. Please email the completed form along with any supporting documents to admin@vsc.vic.edu.au or submit the completed form along with any supporting documents in person to Student Support Services.

Section A: Student Personal Details

Title:

Student ID:

Family Name:

Given Name (s):

Date of Birth:

E-mail:

Mobile Number:

Address:

Are you an international or a domestic student?

☐ International Student

☐ Domestic Student



Section B: Variation Details

Course Name		Course Commencement Date	
<input type="checkbox"/> I am applying to include/add more than four (4) units to study in the semester?			
Semester No		Semester Census Date	
List of units that you would like to include/add in the semester:			
1.			
2.			
3.			
4.			
Provide reasons as to why you wish to include/add above listed units to study in the semester:			
<input type="checkbox"/> I am requesting to exclude/drop out units that I am enrolled in from a semester?			
Semester No		Semester Census Date	
List of units that you would like to exclude/drop from the semester:			
1.			
2.			
3.			
4.			
Provide reasons to exclude/drop above listed units from the semester and submit documents to support your reasons along with this completed form:			



Section C: Student Declaration

- ☐ I declare that all the information provided by me in this form and all the supporting documents provided are true, correct and authentic.
- ☐ I have carefully read and understood VSC's *Enrolment Policy*.
- ☐ I have understood that my variation to enrolment application will be assessed against VSC's *Enrolment Policy*.
- ☐ I understand that the outcome of this application will be provided to me in writing within 20 business days.

Student Signature:

Date:

Office use only:

Application received on: ____/____/____

Application received by:

Is the form complete and the applicable supporting documents attached?

- ☐ Yes ☐ No (student has been contacted to submit any documents available to them to support their application)

Application Outcome:

- ☐ Rejected, student has been informed in writing of the application outcome including reasons for rejection and of their appeal rights

Reasons for rejection:

- ☐ Approved, student has been informed in writing of the application outcome including approved variation to enrolment.

Details of approved variation to enrolment:



Date of notification sent to student:

Authorised by (Name and Position):

Authorised Staff Signature:

Date:
