

A12 – PROFESSIONAL PLACEMENT WITHDRAWAL

Complete this form if you are applying for a review of the withdrawal of your placement unit due to special circumstances. If your application is successful then your sequence will be altered with no financial penalty (please note that placement allocation in this instance may also be delayed and may delay course progression and completion). If your application is unsuccessful, you will be given the option of remaining in the unit or withdrawing with a placement fee applied.

Eligibility criteria

The University may reconsider your allocated placement if you can demonstrate special circumstances, which impact your ability to undertake an allocated placement.

Special circumstances are unexpected or uncontrollable circumstances that have arisen in a short time frame and have significantly impacted or altered your situation. For example:

- Circumstances are beyond your control
- Circumstances that made it impractical for you to complete your placement e.g. medical, family/personal circumstances. Accidental injury or illness affecting ability to practice.

Application period

Students may apply anytime from the Early Online Withdraw Deadline until the Census Date for the relevant unit.

Supporting documents

Your application needs to include independent documentation to support your special circumstances. For example:

- a letter from your treating professional (medical certificate will not be accepted)
- death certificate
- police statement

Notification to applicants and appeals process

A panel of University representatives (Professional Practice Leader/Course Chair/Unit Convener) will consider your application and notify you within 10 business days from when the application was received. If you are not satisfied with the decision, you will need to follow the University Appeals process within 20 working days from receiving your outcome.

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	<input type="text"/>	Family name	<input type="text"/>
Given names	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

2. COURSE DETAILS

What VU course are you currently enrolled in?

Course title	<input type="text"/>	Course code	<input type="text"/>
--------------	----------------------	-------------	----------------------

3. PLACEMENT WITHDRAWAL

Please provide the unit details of the placement you'd like to withdraw from.

Unit code	<input type="text"/>	Unit title	<input type="text"/>	Study period	<input type="text"/>
Unit Convener	<input type="text"/>	Placement allocation dates:	<input type="text"/>	–	<input type="text"/>

Grounds for your application

Please attach supporting documentation to support your application

4. STUDENT DECLARATION

- I declare that all information supplied on this form is true and correct.
- I have read the Privacy Policy and I agree to abide by the regulations and policies of Victoria University.

Signature

Date

OFFICE USE ONLY

Panel outcome

Name (chair of panel)

Position

Date

Has this application been approved? Yes No

Comments (optional)

Signature

Date

To be completed by CLO

Date written outcome was sent to the student

Has the student elected to withdraw from the application? Yes (no further action required) No

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 access **ASKVU** (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 Tower
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee