

# A22 – REQUEST A REVIEW OF DECISION FOR UNIT WITHDRAWAL OR COURSE DISCONTINUATION DUE TO NON-ENGAGEMENT

Your unit/course enrolment has been cancelled due to non-engagement and in line with the Enrolments policy/procedure. If you can demonstrate that you are engaging with your studies and believe you should not be withdrawn, you can seek a review of decision via the Office of the Director, Student Administration. Please contact your college to present this form to the Course and Unit Advisor and seek recommendation for reinstatement.

You must lodge a request of review of decision within 7 days of unit withdrawal /course discontinuation notice.

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

Phone  Email

Please provide your address if required to have outcome posted out.

Address

## 2. COURSE DETAILS

What VU course are you currently enrolled in?

Course title  Course code

Campus

## 3. COURSE WITHDRAWALS/CANCELLATION

Please list the courses that were withdrawn or cancelled below.

Study period	Course code	Course title	Unit code	Unit 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"/>	<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 provide your reason for review

## 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

**College recommendation**

Is this application approved by the College?  Yes  No

Reason for recommendation (mandatory)

Name

**Signature**

**Date**

**Office of the director, student administration approval**

Is this application approved by student administration?  Yes  No

Reason for recommendation (mandatory)

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 Tower
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee