

ESF05 – REQUEST TO EXTEND COURSE DURATION

Before submitting this form, please contact your college and present this form to Course Unit Advisor (CUA) or Course Chair and seek a recommendation to extend course duration.

Complete all sections of this form if you:

- are a domestic coursework student
- have been identified as reaching or exceeding the maximum study duration for your award course, and
- wish to apply for an extension of time to complete your course.

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

1. PERSONAL DETAILS

Title Family name

Given names

Preferred name Student ID

2. COURSE DETAILS

Course title Course code

College

3. STUDENT'S CIRCUMSTANCES

What are the main reasons you have exceeded your maximum course duration? (If you have a medical condition please attach supporting documentation from your health practitioner.)

How many units do you have left to complete?:

How much longer do you expect it will take you to complete your remaining units? (Please attach a study plan approved by your college, including number of units required to complete this course)

Do you have any of the following arrangements in place? (Please tick the appropriate box)

Academic action plan for unsatisfactory academic progress Accessibility plan

4. 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
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How to submit form

Submit this form in person with all required supporting evidence or documentation to any VUHQ locations, available from vu.edu.au/contact-us. You can also submit the application and supporting documents electronically via ASKVU (askvu.vu.edu.au). Your request will be considered by the Manager, Enrolment and Student Financials in accordance with Victoria University's [Maximum Course Duration Procedure](#).

OFFICE USE ONLY

College recommendation

Is this application approved by the College? Yes No

Reason for recommendation (mandatory)

Name

Signature

Date

Has the application been approved? Yes No

Approved by

Signature

Date

Processed by

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