



# STAFF STATUS DECLARATION FOR THE PURPOSE OF ENROLMENT AS A STUDENT - A39

To be used by staff who are undertaking study at Victoria University.

Please write in BLOCK LETTERS

STUDENT ID NUMBER							
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STAFF/STUDENT and COURSE DETAILS			
FAMILY NAME		EXT. or DAYTIME/ MOBILE PHONE	
FIRST NAME		DATE COURSE COMMENCES	
OTHER NAMES		SITE OF COURSE	
COURSE TITLE		COURSE CODE	

Current employees of Victoria University may be eligible for exemption from payment of certain fees relating to study at the University, provided the staff member is an eligible employee at the time of course commencement as outlined in Regulation 11.1.1

Regulation 11.1.1 (4) states:

University Employees

A person who is employed by the University on a time fraction of 0.5 or more -

- (a) teaching in academic programs or courses of study or conducting research pursuant to a tenured, tenurable or fixed-term appointment;
- (b) as general staff pursuant to a permanent or continuing appointment or fixed-term contract; or
- (c) as technical and further education teaching staff pursuant to a tenured, tenurable or fixed-term appointment; shall be exempt from payment of -
- (d) the prescribed General Services Fee;
- (e) tuition fees for non-award single units (ie units covered under Part B)
- (f) tuition fees for non-award courses.

YOUR CURRENT VICTORIA UNIVERSITY EMPLOYMENT STATUS – to be completed by Student/Staff Member							
EMPLOYEE NUMBER						TIME FRACTION	
						PERMANENT	<b>F</b>
CONTRACT – FIXED	<b>F</b>	CONTRACT END DATE					
SESSIONAL	<b>F</b>	NOT ELIGIBLE					

As an employee of the university who meets the Regulation 11.1.1 criteria, I request exemption from fees in accordance with this regulation. I have read the Privacy notice on the back of this form.

Staff/Student Signature: ..... Date: .....

## HR OFFICE USE ONLY

### HR DECLARATION

I declare that the staff member indicated above meets the criteria, at the time of course commencement, as set down in Regulation 11.1.1 and should be granted an exemption of the General Services Fee or tuition fees associated with their enrolment as a student at Victoria University.

HR Officer Signature: ..... Date: .....

HR Officer Name: ..... Ext: .....

COMPLETED DECLARATION TO BE SUBMITTED WITH YOUR ENROLMENT FORM

STUDENT ADMINISTRATION BRANCH USE ONLY			
Status Altered:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Processed by: .....	Date: .....
Refund processed (if applicable):	<b>F</b> Yes <b>F</b> No	Processed by: .....	Date: .....

<p>STUDENT CONTACT CENTRE</p> <p><b>E</b> ASKVU <a href="http://www.vu.edu.au/askvu">www.vu.edu.au/askvu</a>  <b>T</b> + 61 3 9919 1900  <b>F</b> + 61 3 9919 4429  <b>W</b> <a href="http://www.vu.edu.au/students">www.vu.edu.au/students</a></p>	<p>STUDENT SERVICE CENTRES</p> <ul style="list-style-type: none"> <li>• City Flinders</li> <li>• City King</li> <li>• Footscray Nicholson</li> <li>• Footscray Park</li> <li>• Melton</li> <li>• Newport</li> <li>• St Albans</li> <li>• Sunbury</li> <li>• Sunshine</li> <li>• Werribee</li> </ul>	<p>MAIL TO</p> <p>Victoria University  Enrolment and Fees Section  PO Box 14428  MELBOURNE VIC 8001</p>
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## INFORMATION ABOUT STAFF STATUS DECLARATION

Current employees of VU may be eligible for exemption from payment of certain fees relating to study at the University, provided the staff member is an eligible employee at the time of course commencement, as outlined in Regulation 11.1.1.

Staff Status must be renewed each year at the time of enrolling into a course, therefore this form will need to be completed on an annual basis to have the tuition fee/s waived.

## INSTRUCTIONS

1. If you have already enrolled, pay your fees by the due date to ensure your enrolment is not cancelled (your fees will be refunded once your application is approved).
2. Complete the Staff/Student, Course and Current Victoria University Employment Status details.
3. Submit the completed and signed form to Human Resources.
4. The Human Resources officer will verify your employment status and will sign the form if your employment is within the guidelines of Regulation 11.1.1.
5. Once the form is authorised, return it to a Student Service Centre at your campus with your enrolment form. Your enrolment will be completed and fees adjusted.
6. If you have already enrolled, you can return the authorised form to a Student Service Centre or fax/email the form to the Student Contact Centre and your fees will be adjusted and a new invoice issued, or a refund provided if you have already paid your fees.

Please note: It is advisable to either have this form authorised before enrolment, or to pay your fees at the time of enrolment as you will incur a 'reinstatement of enrolment fine' if your fees are not paid by the due date.

CRICOS Provider No: 00124k

### Privacy Notice

Victoria University's Student Services Department (SSD) is committed to protecting and maintaining the privacy, accuracy and security of your personal and health information and complies with the University's published privacy policies, commitments, guidelines and procedures which conform to and support all privacy obligations that bind the University. SSD collects personal (including sensitive) and health information, such as academic, fee and other personal details, in accordance with Victoria University's privacy commitments, guidelines and procedures for purposes relevant to your enrolment and the administration of your course (including assessment and processing of your application, administering enrolment details and assisting with statistical and market research and planning) and to provide you with information about other courses, products and services available at Victoria University. Personal information, including some sensitive and health information, is requested for government and statistical reporting. If any law requires particular information to be collected, SSD will inform you at the time the collection is to happen. If you do not provide SSD with the information SSD collects when you are asked, Victoria University will be unable to fulfil some or all enrolment-related and government reporting or statistical requirements, or to maintain your complete academic record. Victoria University will usually disclose information SSD collects about you to regulatory bodies, government and law enforcement agencies (such as the Australian Tax Office, Department of Education, Science and Training and Office of Training and Tertiary Education). In prescribed circumstances, health information is disclosed to prescribed health practitioners and/or prescribed emergency-related bodies. You should contact us if your details change, or if you believe the information we have about you is not accurate. You may seek access to personal and health information SSD holds about you by contacting SSD, and you will be advised at the time of your request for access of any applicable fee. Formal access applications under the Freedom of Information (FOI) Act can be made to the University's FOI Coordinator, Governance and Policy Branch, PO Box 14428, MELBOURNE VIC 8001, or [foi@vu.edu.au](mailto:foi@vu.edu.au). Information regarding Victoria University's Privacy Policy can be obtained from the University's Privacy Officer who can be contacted at the same address. Full details of Victoria University's Privacy Policies can be viewed on the internet at [www.vu.edu.au](http://www.vu.edu.au).