VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY
41 St Andrews Place East Melbourne Victoria 3002 Australia
TELEPHONE +61 3 9651 4300 FACSIMILE +61 3 9651 4324
EMAIL vcaa@edumail.vic.gov.au WEB www.vcaa.vic.edu.au
ABN 82 628 957 617

Victoria
The Place To Be

# Notification of Late Amendments to 2008 Units of Competence/Modules

***Please print clearly and in CAPITAL LETTERS.***

Student family name _____ Given names _____

VCAA Student Number ☐☐☐☐☐☐☐☐☐☐

VCAA school code ☐☐☐☐☐ School name _____ RTO code/name _____

Certificate code _____ Certificate name _____ Certificate type: VES ☐ NAP ☐ VFE ☐

| Unit of competence/module code | Stream | Unit of competence/module title | RESULT (S or N only) Old | RESULT (S or N only) New |
|---|---|---|---|---|
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| | | | | |

Reason for change: _____

Principal's name _____ Signature _____ Date ____/____/____

**Notes**

1. *Please use one form per student.*
2. *Application to be signed by the principal giving explanation for the change.*
3. *Attach evidence (e.g. student's school report)* ☐
4. *Attach late fee* ☐

   *Until 13 March 2009 –*
   - *Unit result changes for 2008 – no charge*
   - *Enrolment changes for 2008 – $7.45 per unit.*

   *After 13 March 2009 –*
   - *Result and enrolment changes for 2008 – $7.45 + an additional late fee of $31.10 per student.*
5. *Complete new enrolment – $7.45 per unit and additional late fee of $73.50.*
6. *No GST is payable on late fees.*
7. *Cheques should be made payable to the VCAA.*
8. *Form and cheque to be forwarded to Student Records and Results Unit.*

**Payment details** Here is my payment for the amount of $ _____

*This document becomes a Tax Invoice upon payment. Please make a copy of this form for your own taxation records as no receipt will be supplied.*

☐ Cheque or Money Order (payable to the VCAA)

☐ Bankcard ☐ Visa ☐ Mastercard Card No. ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Cardholder's name: (Mr/Mrs/Ms/Miss) _____ Expiry date M M Y Y Y Y

Telephone _____
Business Private Mobile

**OFFICE USE ONLY**

Signed _____ Date ____/____/____

Overall VCE/VCAL result:
- ☐ Remains the same
- ☐ N to S
- ☐ S to N

Authorised _____ Date ____/____/____

Signed _____ Date ____/____/____

Audited _____ Date ____/____/____