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

Application for Late VET Enrolment Amendments 2009

Please print clearly and in CAPITAL LETTERS.

Schools may apply to the VCAA for VET enrolment amendments after published cut-off dates by completing this form and forwarding it to the VCAA together with supporting evidence (where appropriate) and a Student Full Details Sheet for approval.

This application should be faxed to the Student Records and Results Unit on (03) 9651 4470. All enquiries should be directed to Student Records and Results Unit on (03) 9651 4402 or 1800 653 045 (non-metropolitan schools).

One form per student.

VCAA school code ☐☐☐☐☐ School name _____

RTO ID ☐☐☐☐☐ (and/or) RTO name _____

Student Number ☐☐☐☐☐☐☐☐☐ Student name _____

Certificate code _____ Certificate type VES ☐ NAP ☐ VFE ☐

Certificate name _____

	Stream:			
Enrol	**Withdraw**	**UoC code**	**UoC name**	**Class**

Reason for change:

Documents attached: ☐

School/RTO administration error ☐ **Student transfer** ☐ **UoC Results** **Student Full Details Sheet** ☐

_____ _____

VCE/VCAL coordinator (signed) Principal (signed) Date

All applications must be forwarded to the STUDENT RECORDS AND RESULTS UNIT and supported by evidence. Omission of such evidence could cause a delay to the decision or subsequently a refusal of the amendment.

Office Use Only **Actioned** _____ **Date** _____