VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY
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Victoria
The Place To Be

Application for Late VCE and VCAL Enrolment Amendments 2009

Please print clearly and in CAPITAL LETTERS.

Refer to Section 16 'Important administrative dates' of the VCE and VCAL Administrative Handbook 2009.

After **Wednesday 29 April 2009** VASS will not allow schools to enrol or withdraw from VCE Units 3 and 4 as a sequence or make amendments to Unit 3.
(Note: If students discontinue Unit 3 after this date they cannot be withdrawn.)

After **Monday 20 July 2009**, VASS will not allow schools to make amendments to VCE Unit 4.
(Note: If students discontinue Unit 4 after this date they cannot be withdrawn.)

After **Monday 16 November 2009**, VASS will not allow schools to enrol or withdraw from:

- VCE Units 1 and 2
- VCAL units.

In exceptional circumstances (please tick appropriate box)

School error ☐ Student error ☐ Compassionate late withdrawal ☐ Student transfer ☐ SAT/SAC/Unit Results attached ☐

Schools may apply to the VCAA for amendments to enrolments after the above cut-off dates. Please note that all applications should be supported by:

Evidence attached ☐ Student full details sheet attached ☐ The relevant late fee of $7.45 per unit amendment attached ☐

(There is no late fee for applications on compassionate grounds.)

One form per student.

School number ☐☐☐☐☐ **School name** _____

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

Home group ☐

Enrol	Withdraw	Unit code	Unit name	Focus code	Class code	Semester	Assessing school number	Unit result

_____ _____ _____ / _____ / _____

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.

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 **Actioned** **Date** _____ / _____ / _____ **Fee paid: Y / N**