

# KNOW YOUR OPTIONS

## FACULTY OF BUSINESS AND LAW

### THINKING OF WITHDRAWING?

Instead of just giving up and dropping out, there are many alternatives designed to make it easier for you to maintain a balance in your life, or get extra help when and where you need it. Before you take that final step, read on to find out what options are available to you.

#### ALTERNATIVES TO WITHDRAWAL:

##### TAKE A LEAVE OF ABSENCE

A leave of absence (LOA) enables you to take a semester or year break from your studies without losing your place in your course. At the end of your LOA, the University will invite you to attend an enrolment session to continue your studies.

##### REDUCE YOUR STUDY LOAD

If you find that your study workload is too much, it might be worth reducing your study load to part-time status. Studying part-time is a great way to continue your course, but helps to ensure that you are focused and doing your best. You can always change back to full-time studies later in your course.

##### CHANGE YOUR COURSE

If your course isn't quite what you expected, you can apply to transfer into another Faculty of Business and Law course. If you are applying to change courses, be sure that you read the course structure carefully, as some double specialisation courses don't have room for elective choices.

### GET PROFESSIONAL EXPERIENCE

Work Integrated Learning (WIL) or Co-op is a program that allows you to get professional work experience and a salary while you are studying towards your degree. All WIL units of study can be used as electives in any Business and Law course. Contact the Centre for WIL on Ph: (03) 9919 4889

**BIZHELP TIP:** IF YOU ARE ONLY TAKING A YEAR OR SEMESTER OFF, A LEAVE OF ABSENCE ENSURES YOU DON'T LOSE YOUR PLACE.

### HOW TO GET HELP WITH YOUR STUDIES:

#### SPEAK UP

You'll feel better about your situation after talking to someone and becoming more informed. If you're unsure about what to do, talk to a friend, family member or a member of VU staff.



#### SIGN UP FOR STUDY WORKSHOPS & MENTORING

Many units of study also offer additional tutorials, workshops or mentoring programs to help students enhance their learning. Check with your unit of study coordinator or lecturer for details.

#### IMPROVE YOUR STUDY SKILLS

The Student Learning Unit is designed to help you get your course off to a flying start. Learn about different styles of academic writing, researching and referencing, plagiarism and note taking. To find out more Ph: (03) 9919 4474

## MEET WITH YOUR COURSE COORDINATOR

Your course coordinator will be able to provide you with help and guidance as you go through your course. All academic staff in the Faculty have allocated student consultation hours in their timetable.

## MAKE A BIZHELP APPOINTMENT

BizHelp is the Faculty's one stop shop for students wanting advice on study options, information on how to find mentoring programs or study skills workshops and will be able to help you stay on the track to success.

Appointments are now available at the Footscray Park, City Flinders, Sunbury and Werribee Campuses. Check student notice boards on your campus and the FOBL Facebook page for dates on your campus. To make a BizHelp appointment email [bizhelp@vu.edu.au](mailto:bizhelp@vu.edu.au) or phone (03) 9919 5201.



## MANAGE YOUR WORKLOAD

Allocate regular study time in your weekly schedule at a time when you are able to focus on your work. There is no point studying at night if you are a morning person! Consistent study time will help you keep up to date with your work and not become overwhelmed around assignment and exam time.

**BIZHELP TIP:** SEEK ADVICE FROM YOUR COURSE COORDINATOR OR BIZHELP IF YOU'RE NOT SURE IF YOUR COURSE IS RIGHT FOR YOU.

## UNIVERSITY STUDENT SERVICES

If personal, family or other circumstances are affecting your time at VU, the University offers many services to support students. Visit the current students website to find out more. [WWW.VU.EDU.AU/CURRENT\\_STUDENTS/SUPPORT\\_SERVICES](http://WWW.VU.EDU.AU/CURRENT_STUDENTS/SUPPORT_SERVICES)

[WWW.BUSINESSANDLAW.VU.EDU.AU](http://WWW.BUSINESSANDLAW.VU.EDU.AU)  
CRICOS PROVIDER NO. 000124K



**VICTORIA  
UNIVERSITY**

## IMPLICATIONS OF WITHDRAWAL:

If you do decide to withdraw from your course, or take some time out, make sure that you go about it correctly to ensure that you don't have any surprises on your academic record or an unnecessary financial debt. If you withdraw and want to return to study at a later date you will have to reapply during the application period, either directly to VU or through VTAC depending on course requirements.



**BIZHELP TIP:** MAKE SURE YOU KNOW THE POSSIBLE IMPLICATIONS OF YOUR DECISION.

## HECS-HELP DEBT

To avoid an unnecessary HECS-HELP debt, make sure you withdraw or make changes to your enrolment before the census date. The census date for Semester 1, 2009 is 31 March.

## INTERNATIONAL STUDENTS:

If you are an international student, you must always contact VUI prior to making any changes to your enrolment. There could be implications on your student visa if you don't report changes to your information.

All enrolment forms are available from the VU website or your Faculty Office. [WWW.VU.EDU.AU/CURRENTSTUDENTS](http://WWW.VU.EDU.AU/CURRENTSTUDENTS)

This publication is an information document. Every reasonable effort has been made to ensure that the information is accurate, however it may be subject to change. Last Updated: 14 January 2009

## CONTACT DETAILS:

BizHelp - Faculty of Business and Law  
Room G320, Footscray Park Campus  
Phone: (03) 9919 5201  
Email: [bizhelp@vu.edu.au](mailto:bizhelp@vu.edu.au)

**A NEW  
SCHOOL OF  
THOUGHT®**