



STUDENT ADMINISTRATION
COURSE VARIATION APPLICATION

ENROLMENTS UNIT

COURSE VARIATION APPLICATION WESTERN SYDNEY UNIVERSITY, THE COLLEGE

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (**X**).

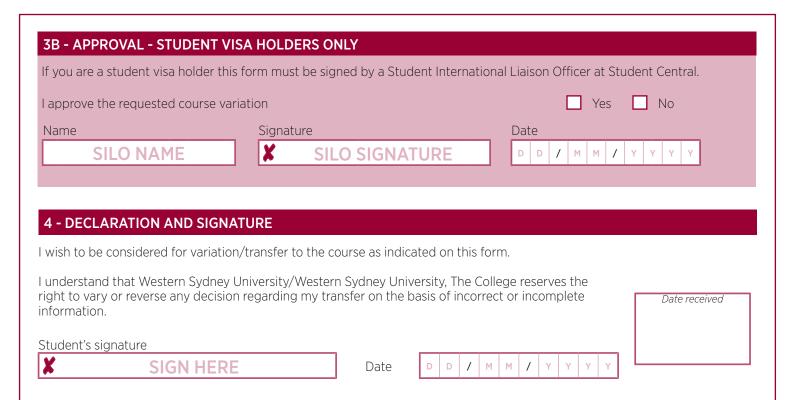
Read the important information on page 2 before completing this form.

Use this form to change your Diploma or Bachelor Program.

You will need to meet certain eligibility rules before any requested changes can be made.

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In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity, or to third parties for the purposes of recovering ungaid University fees or other debts owed to the University; and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.



IMPORTANT INFORMATION FOR STUDENTS APPLYING FOR A COURSE VARIATION

This form should not be used to:

- Change your home campus or
- Change your stream in Foundation Studies

Notes for all applicants

To change your home campus or Foundation course stream please see your First Year Experience Coordinator (FYEC).

Closing date: If you want to vary your enrolment, this form must be submitted PRIOR to the commencement of term. Teaching term dates can be found on the dates page at westernsydney.edu.au/college.

Submitting the form: Students should make an appointment with their FYEC for assistance in completing this form. The FYEC will forward this form on your behalf to the relevant Teaching and Learning Manager. If it is approved you will receive an email from Enrolments confirming the change has occurred; if it is not approved you will advised by your FYEC.

Notes for Commonwealth Supported Students

You will be sent an email confirming that your application has been processed. You will need to log onto MyStudentRecords (MySR) and complete the mandatory steps for your new course (if applicable). You must complete a new electronic Commonwealth Assistance Form (eCAF) by the relevant census date for your new course. If you don't do this, your enrolment at The College may be cancelled.

Completing the form

- Courses transfers to a cognate discipline will have units automatically added to the new course as 'duplicates', they do not need to be included in the unit transfer section of this form. Cognate Disciplines are those courses with 5 or more common units.
 - For staff only: LTM's please refer to the College unit mapping document.
- For transfers to a non-Cognate Discipline you should use the Unit Transfer section of this form. When advanced standing units are transferred this impacts on future advanced standing unit transfers as there are limits on the number of credit points that can be granted as advanced standing. In addition Advanced Standing is not counted in the calculation of GPA.
- Please refer to the Western Sydney University Advanced Standing policy for more detail.
- This form should **not** be used for applying for Advanced Standing for prior non-WS learning.