



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.

1 - PERSONAL DETAILS

Student ID number	Daytime phone number	Are you an international student?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Title	Family name	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Given name(s)		
<input style="width: 100%;" type="text"/>		
Course code	Course name	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	

2 - VARIATION

Teaching term variation to commence:

Change your Diploma/Bachelor course:

New course code	New course name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

3A - TEACHING AND LEARNING MANAGERS (TLM) APPROVAL

I approve the change for graduation purposes or change of course Yes No

Is this a cognate discipline for the purpose of course transfer Yes No

Unit transfer (only to be used for non-cognate discipline transfers)	
Unit Code	Unit Name

Existing Advanced Standing from the previous course can be transferred to the new course Yes No

Name	Signature	Date
TLM NAME	X TLM SIGNATURE	D D / M M / Y Y Y Y

3B - APPROVAL - STUDENT VISA HOLDERS ONLY

If you are a student visa holder this form must be signed by a Student International Liaison Officer at Student Central.

I approve the requested course variation

Yes No

Name

Signature

Date

4 - DECLARATION AND SIGNATURE

I wish to be considered for variation/transfer to the course as indicated on this form.

I understand that Western Sydney University/Western Sydney University, The College reserves the right to vary or reverse any decision regarding my transfer on the basis of incorrect or incomplete information.

Date received

Student's signature

Date

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 be 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.