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

Use this form to change your mode of study, your home campus or from a double degree to a single degree. It can also be used to change courses for graduation purposes or change your postgraduate course level.

You will need to meet certain eligibility rules before any requested changes can be made. If you don’t meet these rules, your application will be rejected, even if you have approval from your Director of Academic Program.

For more information go to the varying your course webpage [westernsydney.edu.au/varyingyourcourse](http://westernsydney.edu.au/varyingyourcourse).

### 1 - PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Student ID number</th>
<th>Daytime phone number</th>
<th>Are you an international student?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Family name</th>
<th>Given name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2 - VARIATION

- [ ] Change mode of study — [ ] Full time [ ] Part time [ ] External
- [ ] Change of home campus — New home campus
- [ ] Double degree to single degree:
  - New course code
    - and version number
  - New course name

- [ ] Change course for graduation purposes only or change postgraduate course level:
  - (Masters to Grad Dip/Cert, Grad Cert to Grad Dip or Grad Dip to Masters)
  - New course code
    - and version number
  - New course name

### 3A - DIRECTOR OF ACADEMIC PROGRAM (DAP) APPROVAL *(Must be completed by the DAP before submitting this form)*

- I approve the requested course variation [ ] Yes [ ] No
- All units from the previous course **can** be transferred to the new course [ ] Yes [ ] No
- The units listed below **should not** be transferred to the new course:

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit name</th>
<th>Unit code</th>
<th>Unit name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- All Advanced Standing from the previous course **can** be transferred to the new course [ ] Yes [ ] No
- The units listed below **should not** be transferred as Advanced Standing to the new course:

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit name</th>
<th>Unit code</th>
<th>Unit name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The student named above has my permission to vary their enrolment as indicated in section 2 (above).

**Name**

**Signature**

**DAP NAME**

**DAP SIGNATURE**

**Date**

DD / MM / YYYY
IMPORTANT INFORMATION FOR STUDENTS APPLYING FOR A COURSE VARIATION

This form should be used to:
• Change your mode of study or
• Change your home campus or
• Change from a double degree to a single degree or
• Change courses for graduation only or change postgraduate course level
  • from Masters to a Graduate Diploma or Graduate Certificate or
  • from a Graduate Certificate to a Graduate Diploma or
  • from a Graduate Diploma to Masters

Undergraduate students who want to transfer to a course that has a different field of study should go to westernsydney.edu.au/transfer.

Notes for all applicants

Director of Academic Program approval — Section 3A must be completed by your Director of Academic Program (DAP) before you submit this form. If you want to transfer from one course to another, you will need the DAP for your new course to complete section 3A. DAP approval does not guarantee that the requested variation is processed. If your variation is processed, you will receive confirmation.

Changing your mode of study, home campus or from a double degree to a single degree — You are not able to change your mode of study, home campus or from a double degree to a single degree unless you have successfully completed at least one unit of study.

Closing date — If you want to vary your enrolment, this form has to be submitted no later than the Friday of the second week of session. Teaching session dates can be found at westernsydney.edu.au/importantdates.

Submitting the form — You can submit your form in person at any Student Central or post to:
Enrolments unit, Building I, Kingswood, Western Sydney University, Locked Bag 1797, PENRITH NSW 2751

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 Western Sydney University may be cancelled.

Notes for completing students

You may complete this form if you are currently enrolled in enough credit points to reach the minimum required in your course. You must get your DAP to approve your transfer to a new course for graduation purposes. You will also need to complete an online Application to Graduate (through MySR) for the new course.

Notes for student visa holders

If you are successfully transferred from one course to another, you will need to request a new Confirmation of Enrolment (CoE) from Student Central. Student visa holders in Australia can study up to 25 percent of their course by online and/or distance learning but in each compulsory study period, each student must be studying at least one unit that is not by online or distance mode.

3B - APPROVAL - STUDENT VISA HOLDERS ONLY (must be completed by SiLO* before submitting this form)

If you are a student visa holder and you are applying to vary your course for graduation purposes or to change a postgraduate course level, you must have this form signed by a *SEIS International Liaison Officer (SiLO) and your Director of Academic Program.

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

Name  Signature  Date

SILO NAME  SILO SIGNATURE  D D / M M / Y Y Y Y

4 - DECLARATION AND SIGNATURE

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

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

Student’s signature

SIGN HERE  Date

D D / M M / Y Y Y Y

Date received