

# COURSE VARIATION APPLICATION



## BEFORE COMPLETING THIS FORM:

- Students must read the Western Sydney University International College (WSUIC) Course Transfer Policy before completing this form
- Please complete this form in BLACK INK using CAPITAL LETTERS. Mark appropriate answer boxes with a cross (X).
- Use this form to change your Diploma Program or University Foundation Studies course or stream.
- 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 not be processed, even if you have approval from your Course or Program Convenor/Academic Director.

## SUBMITTING THIS FORM:

- Students must email the completed form and supporting documentation to [wsuic@westernsydney.edu.au](mailto:wsuic@westernsydney.edu.au)
- Applications will be assessed within 10 working days.
- Students will be notified of the outcome via email.

## Part 1: Personal Details

|   |  |
|---|--|
| Given/First Name:                             |  |
| Last Name/Surname:                            |  |
| Student ID<br>(if already enrolled at WSUIC): |  |
| Email address 1:                              |  |
| Email address 2:                              |  |
| Mobile Phone Number:                          |  |
| Course Code:                                  |  |
| Course Name                                   |  |

## Part 2: Variation details

|   |  |
|---|--|
| Teaching term and year variation to commence: |  |
| New course code:                              |  |
| New course name:                              |  |

# COURSE VARIATION APPLICATION



## Part 3: Assessment Outcome (WSUIC)

|   |  |
|---|--|
| Details of the unit in the current course                       |  |
| Unit Name:  |  |
| Unit Code:  |  |
| The units listed above SHOULD be transferred to the new course. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Details of the corresponding unit in the new course             |  |
| Unit Name:  |  |
| Unit Code:  |  |

|   |  |
|---|--|
| Details of the unit in the current course                       |  |
| Unit Name:  |  |
| Unit Code:  |  |
| The units listed above SHOULD be transferred to the new course. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Details of the corresponding unit in the new course             |  |
| Unit Name:  |  |
| Unit Code:  |  |

|   |  |
|---|--|
| Details of the unit in the current course                       |  |
| Unit Name:  |  |
| Unit Code:  |  |
| The units listed above SHOULD be transferred to the new course. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Details of the corresponding unit in the new course             |  |
| Unit Name:  |  |
| Unit Code:  |  |

|           |  |
|-----------|--|
| Comments: |  |
|-----------|--|

# COURSE VARIATION APPLICATION



|  |  |
|--|--|
| Application assessed by (full name):<br>[Course or Program Convenor] |  |
| Signature:   |  |
| Date Assessed:   |  |

|  |  |
|--|--|
| Application approved/not approved by (full name):<br>[Academic Director] |  |
| Signature:   |  |
| Date approved/not approved:  |  |

## Part 4: Declaration and Signature

|   |  |
|---|--|
| <p>I wish to be considered for transfer to the course as indicated on this form.</p> <p>I understand that Western Sydney University International College (WSUIC) reserves the right to vary or reverse any decision regarding my transfer on the basis of incorrect or incomplete information.</p> |  |
| Student's Signature:  |  |
| Date:   |  |