STUDENT APPLICATION TO CHANGE A COURSE

Years 11 and 12

Students wishing to apply for a change to their course choices MUST complete this form.

It is the responsibility of the student to inform their teachers and obtain the required signatures. Please return this completed form to your Year Coordinator.

Date: _______________________   Student Year: 11       12
(Please circle one)

____________________________________________________________   is currently studying

__________________________________________   on Line: ___________    and would like to:

(a) Discontinue this course and reduce their number of units

(b) Discontinue this course and change to a new course.
(complete the line below if you have selected this option)

__________________________________________   on Line: ___________.

NB: TVET courses generally cannot count towards an ATAR

After this course change _______________________________ will / will not be eligible to receive an ATAR. (Year Coordinator to confirm)

Reason for change: _____________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Parent/Carer: ____________________________

Student to take this form to the appropriate KLA coordinator and teachers to support this change.

Current teacher: ___________________ KLA Coordinator: __________________

Proposed teacher & Class#: _____________ KLA Coordinator: _____________

Please sign in the appropriate space above to indicate that you have discussed this proposed change with the student. Please direct any concerns to the relevant Year Coordinator.

Year Coordinator: ___________________

Approved ☐   Declined ☐   KLA Coordinators formally notified (Year Coordinator) ☐

This completed original is to be forwarded to the school office for processing and filing in the student’s records.

STAFF USE ONLY

Student timetable Processed: ☐   Fees (if applicable) Processed: ☐