Subject(s) Variation Form

Section A: Student Details

Student ID: ____________________________

Family Name: ____________________________

Given Name: ____________________________ Mobile Number: ____________________________

Intake Year: ____________________________ Destination Degree: ____________________________

Intake (Please circle)  Standard Jan July Intensive Mar Sept Extended Mar Sept

Are you a Sponsored Student?  □ Yes  □ No (Go to Section B)

If Yes, Who is your sponsor? ____________________________

Subjects you are currently enrolled:

1. ____________________________ 4. ____________________________
2. ____________________________ 5. ____________________________
3. ____________________________ 6. ____________________________

Section B: Subject Change and Reason for Variation - Student Statement

Subjects you want to ADD

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________

Subjects you want to WITHDRAW

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________

Reason for Variation:

________________________________________________________________________

Section C: Comments and Outcome (To be completed by the Head of Studies)

Comments:

________________________________________________________________________

☐ Approved  ☐ Not Approved

Signature: ____________________________ Date: ____________________________

Section D: Student Declaration

I understand and accept the reasons for the decision regarding the subject variation as outlined above.

☐ I understand that if I withdraw the above units after the census date I will be liable for fees.

☐ I understand that if I withdraw the above units after the Academic census date I will receive a FAIL in my transcript

Signature: ____________________________ Date: ____________________________

Office Use Only

Entered on database ____________________________ Date Received: ____________________________

Date Entered: ____________________________

Processed by: ____________________________ Signature: ____________________________

The information on this form is used for the primary purpose of processing your request. Other purposes for collection include: correspondence, administrative matters, statistical analysis, compliance and legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your request. You have the right to access personal information that MUFY holds about you, subject to legislation, by contacting the Monash College Privacy Officer via email: privacy@mcpl.edu.au

MCPL20-V02/15
Students must complete eight (8) subjects successfully (Unit 1&2 English; Unit 1&2 of at least two (2) other subjects and two (2) further subjects).

Undertaking additional units or music as a subject will incur additional fees, details are available online: http://www.monashcollege.edu.au/courses/foundation-year/dates-and-fees

Additional Information

- There is no refund of fees if discontinuing a subject after the census date.
- Bonus marks for MUFY only apply to students enrolled in Standard who successfully complete 10 units within the prescribed study period (i.e. not if they are repeating a failed subject or over three (3) semesters).
- Students must complete eight (8) subjects successfully (Unit 1&2 English; Unit 1&2 of at least two (2) other subjects and two (2) further subjects).
- Undertaking additional units or music as a subject will incur additional fees, details are available online: http://www.monashcollege.edu.au/courses/foundation-year/dates-and-fees