

COURSE VARIATION REQUEST FORM



A UOW College Australia Student Advisor or the Student Services Manager must submit this form on behalf of a student.

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AUSTRALIA

STUDENT DETAILS			
Full Name			
Student Number		Student Type	INT DOM
Mobile Number			
Email			
Current Address			
COURSE DETAILS			
Course Name			
Course Code			
Course Status		Campus	
Affected Session/Intake		Attendance (%)	
COURSE VARIATION TYPE			
Select the relevant course variation that best meets the student's request			
<p>Leave of Absence: Start Date: _____ End Date: _____</p> <p>Cessation of Studies – Effective Date: _____</p> <p>Withdrawal from Subject/s Number of Subjects: _____ Subject Codes: _____</p> <p>Course Transfer – Current Course: _____ New Course: _____ New Stream: _____ Campus Name: _____ Effective Session Date: _____</p> <p>Letter of Release Name of Institution: _____ Course Name: _____ Course Start Date: _____ Other Information: _____ _____</p>			

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Provide reasons to support the Course Variation request

Please outline the fee implications of the Course Variation request (if any)

Have fee implications been communicated to the student? YES NO

SUPPORTING DOCUMENTATION

Please identify and attach relevant documentation to support the student's request

Medical certificate

Offer Letter from other provider

Sponsor approval

Other: _____

DECLARATION AND SIGNATURE

I have read and understood the conditions relating to my request and declare that the information provided is correct.

STUDENT SIGNATURE

DATE

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OFFICE USE ONLY – To be completed by Staff

RECOMMENDATION TO DEPUTY GENERAL MANAGER			
STUDENT ADVISOR(S)			
POLICY REFERENCE			
SIGNATURE		DATE	
DEPUTY GENERAL MANAGER DECISION (OR NOMINATED DELEGATE)			
DECISION			
SIGNATURE		DATE	

ADMINISTRATIVE PROCESSING CHECKLIST

ACTION	INITIAL	DATE	RESPONSIBILITY
NOTED IN SAI			STUDENT ADVISOR
PROGRAM SUPPORT/FINANCE ADVISED			STUDENT ADVISOR
STUDENT ADVISED: EMAIL/LETTER/MEETING/SOLS/ TELEPHONE			STUDENT ADVISOR
SPONSORED ADVISED			STUDENT ADVISOR
FUTURE STUDENTS ADVISED AND UOWC ADMISSIONS ADVISED			STUDENT ADVISOR
REPORTED IN PRISM			ADMISSION OFFICER
COURSE FEES ADJUSTED IN FEES REVENUE/SAI			FEES OFFICER
AGENT COMMISSION IMPLICATION: YES/NO			FEES OFFICER
VSL PROGRESSION FORM ISSUED (for VSL students who withdrew/defer/cancel/LOA)			VOCATIONAL STUDENT DATA & REPORTING OFFICER
OTHER			