



ST FRANCIS XAVIER'S COLLEGE

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APPLICATION TO VARY PRELIMINARY PROGRAM OF STUDY

Student Name:		Tutor Group:	Course Option: (circle) ATAR / HSC
Proposed Change	FROM (Subject)		
	TO (Subject)		
Reason:			
Current Number of Units		External Courses Being Studied (if applicable)	

Parent/Guardian Name: (please print) _____ Signature: _____ Date: _____	Comment:
Subject Teacher Name: (please print) _____ Signature: _____ Date: _____	Comment:
Coordinator of Current Subject Signature: _____ Date: _____	Comment:
Coordinator of Proposed Subject / Extension Subject Signature: _____ Date: _____	Comment:
Book Hire Personnel Signature:	All relevant texts have / have not been returned
I realise it is my responsibility to catch up on missed work; obtain relevant class notes; check the assessment schedule and discuss upcoming assessment tasks with my new teacher.	Student Signature: _____ Date: _____
Dean of Studies Signature: _____	Date: _____ Entered MAZE Y / N
	BOS Amended Y / N
Notified Registrar Y / N	Course Change Spreadsheet Updated Y / N
Notified Finance Officer Y / N	New Timetable Issued Y / N

- All sections of this form must be completed before a change can be considered.
- Students need to check carefully the implications of their change for eligibility for the HSC and, if applicable, an ATAR.
- If a change is approved, students may only enter their new class(es) upon presentation of their new timetable printout and a copy of this form when completed
Students **MUST INFORM** current teachers of the change before leaving the class.