



St Vincent's College
Potts Point

Change to Course of Study

Student Name: _____ Year: _____

Current Subjects

Units

| Current Subjects | Units |
|------------------|-------|
| | |
| | |
| | |
| | |
| | |
| | |

I WISH TO:

Change from one subject to another

Withdraw from a subject

Add a course

1. Indicate the Change - if changing or adding units of study:

2. Dean: Dean Comments (*please indicate if this change is appropriate*)

I recommend you see the Careers Adviser

Dean Signature: _____ **Date:** _____

3. (a) To Change, Add or Drop a Unit of Study:

New Head of Department (HOD) to Complete:

HOD Signature: _____ **Date:** _____

3. (b) To withdraw from a Unit of Study you also need to see the current Head of Department:

HOD Signature: _____ **Date:** _____

4. Parent Acknowledgement

I _____ have discussed the above change of course with my daughter and read the comments from the Dean and Head of Department. I agree with the recommendations.

Parent Comment:

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

When steps 1-4 are complete, please submit this form to the Dean of Studies

5. Dean of Studies

Approved / Not Approved

Dean of Studies Signature: _____ **Date:** _____

Office use only

| UPDATED | DATE |
|---------------------|------|
| HODs and teachers | |
| Spreadsheet | |
| Edumate | |
| Student option file | |
| NESA | |