



Application for Subject Change VCE or VCAL Course Change

In the event that students wish to change subjects at any stage, they must have:

- sound reasons for doing so, in discussions with the relevant Year Level Coordinator and Careers Coordinator
- obtained teacher recommendation of class leaving and teacher recommendation of class entering

Changes can only take place if there is:

- sufficient room within the class they wish to enter
- it does not involve major adverse shuffling around of the student's other subjects
- it is a realistic option in terms of that student's capabilities and career aspirations
- consultation with respective Year Level Coordinator, Faculty Leaders, Director of Studies and parent/guardian

NAME: _____ **2018** **Year 11** **Year 12**

Current Subjects	Proposed Change(s)

Please indicate your actions on the checklist below:

I have:

Discussed with the relevant Year Level Coordinator that a change is being considered and the associated reasons for doing so Application Supported Yes No

Signature Year Level Coordinator Date

Met with the Careers Coordinator regarding implications for higher studies/occupations Application Supported Yes No

Signature Careers Coordinator Date

EXIT
Consulted with the teacher of the current subject to seek further advice and asked to exit the class Application Supported Yes No

Signature Teacher of current subject Date

ENTRY
Consulted with the teacher of the proposed new subject to seek further advice asking their recommendation to enter the class. Application Supported Yes No

Signature Teacher of new subject Date

Parental / Guardian Permission

I give permission for my son/daughter to change subjects as listed above.

Parent Name (Please print) _____

Parent/Guardian Signature Date

Applications for a change of subjects in Semester 1 must be submitted by Friday 16th February, 2018.
Applications for a change of subjects for Semester 2 must be submitted by Friday 25th May, 2018 (Year 11 ONLY)

Return this completed form to the VCE coordinator.

Office Use ONLY

Date Received

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