



CHANGE OF UNIT REQUEST FORM

Student Name.....

Year Level.....

Date of Request: ____/____/____

Current VCE Course (Please list all subjects/units)

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Changes requested as follows:

Original Unit..... Teacher's Signature:.....

Requested Unit..... Teacher's Signature:.....

Original Unit..... Teacher's Signature:.....

Requested Unit..... Teacher's Signature:.....

Original Unit..... Teacher's Signature:.....

Requested Unit..... Teacher's Signature:.....

Please explain the reason for requesting the above changes

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Student Signature..... Date: ____/____/____

Parent / Guardian Signature..... Date: ____/____/____

VCE Learning Coordinator Signature..... Date: ____/____/____

Changes Approved: YES / NO Entered on VASS Entered on Student Timetable

This form is to be completed by the student and returned to the VCE Learning Coordinator no later than 10th February for Unit 1 subjects and Unit 3 & 4 sequences, or 10th July for Unit 2 subjects.

The earlier the request is submitted, the earlier any changes may be made. This allows students to be working in new units as soon as is practical. Approval will be based on subject enrolment numbers.