

FORM B - USFP CHANGE OF STUDY PROGRAM REQUEST

Changing subjects is a serious decision. Please complete the steps carefully.

- USFP dropping Mathematics
- USFP Change of Course Request ¹.
- USFP Extra Semester Request ² - Summer(Feb)/Winter(Jul) Year ____ End Date ____
- USFP Extra Subject Request ² Subject _____

Student Name:	Student Number:
Date of Birth:	Mobile No.:
Current Course:	Change to:
Current Stream:	

Step 1

Original degree choice at University of Sydney _____

New degree choice at University of Sydney _____ Quota Y/N

Start date February/August Required GPA _____ Required English grade _____

Maths B requirement _____ Repeat Maths B Y/N Student signature _____

<i>Step 2</i> Subjects studied to date	Grades	<i>Step 3</i> Planned subjects in Semester	Planned subjects in Extra Semester
ADVISOR CHECKED Subject Management NOTES IN STUDY GLOBAL.			
Subjects attempted twice:			Y/N
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.			
8.		# Extra subjects ² in total	
9.			
10.			

Current GPA

Academic check Teacher to sign

1. Semester fee applies
2. \$3,430 per subject (2019 price rate; subject to change)

Step 4

Course Progress Intervention completed. Student's future study plan attached.

Student's Signature _____

Date _____

Step 5

The signature of the parent/guardian is required here.

Parent's Signature _____

Date _____

OR 'Permission in Writing' by email. Please ask them to email USFP@studygroup.com

(The email can be translated if it is in Chinese) or Fax on +612 83039788

Permission is one sentence – "I, 'parents name' give permission for 'student name', 'student number' to.....

Step 6

Please bring this form to your Dean/Associate Dean/Career Adviser/Student Adviser.

Please tick box(es) below if applicable:

- Intervention Strategy in place: No. of Subject(s) to be credited to repeat semester _____
- Other special arrangement (e.g. no charge for current semester) _____
-

Dean's/Ass Dean's/CA's/SA's Name/Signature _____

Date _____

Step 7

Please bring this form to the Admission Officer on Ground Floor to obtain revised offer letter and instruction on what needs to be done next to finalise your application.

Admin Staff	Comment	Signature	Date
Admissions (for Change of Course only):	Changed on SG	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Email revised offer	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Advice visa issues to Student	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Provide instruction to confirm new enrolment to student	Yes <input type="checkbox"/> No <input type="checkbox"/>	
All Changes	Tick as Arrived/Inducted	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<i>Upon receipt of payment, signed acceptance of offer and valid degree preference, USFP CoE (and USYD conditional offer & CoE for packaged student) will be organised and sent to student</i>		
Bursar:	Fees checked and transferred:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Scheduler:	New timetable done:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Admin	Change on M&E list and AA attendance list	Yes <input type="checkbox"/> No <input type="checkbox"/>	