Tabor College NSW
Christian Tertiary Education

SUBJECT VARIATION APPROVAL FORM

There are occasions where a student will require or prefer to take a subject that is not on the approved course list. There is an allowance for this to occur with the approval of the Course Co-ordinator, which is normally the Faculty Head.

If a student wants to include a subject that is not on the approved course list, they need to:

1. See the Registrar to discuss the situation and look at the available options.
2. If an alternate subject is required a Subject Variation Approval Form (MVAF) is filled out. There is only one form required for each student and this is kept in their academic file.
3. The Registrar gains the approval from the Course Co-ordinator who signs the MVAF.
4. The Registrar makes a copy of the MAVF, if the student desires a record of the approval.

Name:……..

Student ID:……..

Course:……

Student Use					Office Use Only			
Required Subject Number	Required Subject Name	Replacement Subject Number	Replacement Subject Name	Reason for Change	✓ or ✗	Date	Signed	Reason for Rejection of Variation

Reasons for Change (place appropriate letter in the Reason for Change column):

A. Subject from another institution
B. Subject gained from previous studies
C. Old Tabor course requirements
D. Lack of subject or elective choices
E. Ministry interest
F. Student does not have pre-requisites
G. Other (please specify)