



Melbourne Scholarships Office

Variation to Scholarship Application Form

Please email your completed form to
scholarships-administration@unimelb.edu.au

Please note the following:

- It is important to read the [terms and conditions](#) of your scholarship carefully before submitting this form
- You must contact your faculty separately about making a change to your enrolment
- Faculty approval (by email to the Scholarships Office) is required for holders of Faculty Merit, Faculty Access and International Undergraduate Scholarships
- Each application is considered on an individual basis taking into account your particular scholarship's terms and conditions and any academic progress issues
- Submitting an application does not guarantee approval

Due date:

- This form must be submitted during course re-enrolment and no later than the commencement date of semester

SECTION A - PERSONAL DETAILS

Student Number

Title

Given Name

Family Name

Current Enrolment

Degree Code

Degree Title

Degree Code

Degree Title

Select Scholarship Type

Select Variation Type

SECTION B - VARIATION DETAILS

Complete the details in the relevant variation type then go to Sections C and D.

1. Application for Leave of Absence

Start date

End date

Reason

2. Notification of Return from Leave of Absence

Return date

3. Application to Transfer Scholarship to New Course

New course code

New course title

Current scholarship end date

New scholarship end date

Commencing semester (eg Semester 2 2009)

4. Notification of Intention to Enrol in a Concurrent Diploma

Diploma code

Diploma title

I _____ applying for my scholarship to cover my enrolment in a concurrent diploma

5. Application for Scholarship to Cover an Overload

Semester

Subject code

Subject title

Semester

Subject code

Subject title

Reason for overload

6. Application for Scholarship to Cover a Summer Semester Subject

Subject code

Subject title

Subject code

Subject title

Reason for summer enrolment

7. Notification of Part-time Enrolment

I am aware that it is a condition of my scholarship that I remain enrolled full time unless I have been affected by extenuating circumstances

I have been affected by extenuating circumstances and intend to reduce my enrolment to part time and I would like my scholarship to continue to sponsor my part time enrolment

I intend to reduce my enrolment to part time but I understand that my scholarship will not continue to sponsor my part time enrolment

I have attached documentation which supports my application

Reason for part-time enrolment

8. Application for Extension of Scholarship

I am applying for my scholarship to be extended to the following date:

Reason for extension

SECTION C - FACULTY APPROVAL*

*Required for holders of Faculty Merit, Faculty Access & International Undergraduate Scholarships only

I have requested the Faculty Scholarships Officer of the faculty bestowing my scholarship to send an email to scholarships-administration@unimelb.edu.au stating that s/he permits the above variation to my scholarship.

I understand that the Scholarships Office cannot process the request until this email has been received.

Faculty:

Name of Faculty Scholarships Officer:

SECTION D - PERSONAL STATEMENT

By sending this form from my University of Melbourne email address, I declare that the information presented in this form is true and complete.

I acknowledge that the University may terminate my scholarship at any time if I have misrepresented my past and/or present circumstances.