

Application to Change Course



Section A: Personal Details

Student Name:

Student Number:

Email:

Phone Number:

Course Currently Enrolled:

Course Start Date:

Course End Date:

Section B: Request Details

Proposed New Course:

Course Start Date:

Reason for Transfer:

Student Signature:

Date:

Section C: Approval *(to be completed by Course Coordinator / Designated Officer)*

Satisfactory Course Progress: Yes No

Request Approved: Yes No

Course Coordinator/Designated Officer Name:

Signature:

Date:

Section D: Credit Transfer Details *(to be completed by new Course Coordinator/Designated Officer if applicable)*

Credit Transfer Granted: Yes No

Comment(s):

Subject(s) *(Please indicate the subject name, unit code and unit name that was granted credit transfer):*

New Course Start Date:

New Course End Date:

Approved by Course Coordinator/Designated Officer (New Course):

Signature:

Date:

Note: Application must be submitted to Student Services immediately after approval has been granted.

Application to Change Course



Section E: Office Use Only

Has student been informed of any difference in fees? Yes No

Change of Course Fee Difference:

Admin fee Paid? Yes No

Tuition Fees Paid? Yes No

New eCoE generated? Yes No

Entered into database? Yes No

Student informed? Yes No

Student Services Officer:

Signature:

Date: