

Application to Change Courses

F-2.0.1_v4



Section A: Personal Details

Student Name:

Student Number:

College:

Email:

Phone Number:

Course Currently Enrolled:

Course Start Date:

Course End Date:

I wish to transfer to the following course(s):

New Course Start Date:

Reasons for Transfer:

Signature of Student:

Date:

Section B: Approval (to be completed by Course Coordinator)

Satisfactory Course Progress: ☐ Yes ☐ No

Transfer Granted: ☐ Yes ☐ No

Date:

Course Coordinator Signature:

Date:

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

Section C: For students who are eligible for credit transfer

Credit Transfer Granted: ☐ Yes ☐ No

Comments:

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

Approved by Course Coordinator (New Course):

Signature:

Date:

Section D: Office Use Only

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

Change of Course Fee Difference:

Admin fee:

Fully paid: ☐ Yes ☐ No

New eCOE generated? ☐ Yes ☐ No

Entered into database? ☐ Yes ☐ No

Student informed? ☐ Yes ☐ No

Student Services Officer:

Signature:

Date: