

Application to Change Courses

F-2.O.1_v5



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):*

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: