

# Change of Program Form

For currently enrolled students

Curtin College

The form needs to be completed during the appointment.

## SECTION 1: STUDENT DETAILS

Student ID:		Date of Birth:	
Family Name:		Given Names:	
Address:			

Current Program:		Study Plan:	
Requested Program		Requested Study Plan:	

Reason for requesting change of program / Major:	
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Students must provide a reason for switching to another program for their request to be considered.

## SECTION 2: NEW PROGRAM DETAILS

Curtin Singapore Staff Member to complete:						Academic Status	Study Load
	Program	Stream	Start (eg 201701)	End (eg 201802)	Progression (eg 50%) (for most programs)		
Stage One:							
Stage Two:							
Degree:							

All pathways must be filled in. Note all students have packaged offers with Curtin University.

## SECTION 3: DECLARATION

- **Sponsored Students:** an authorisation letter from your Sponsor must be attached to this form.
- **Minors (less than 18 years of age):** consent from your parent/or legal guardian must be given:

I \_\_\_\_\_ hereby grand  
(name of legal guardian/parent) permission for: \_\_\_\_\_  
(student name)

to change program from Curtin College. Relationship to the student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(legal guardian/parent signature)

- **Sponsored Students:** an authorisation letter from your Sponsor must be attached to this form.
- **Minors (less than 18 years of age):** consent from your parent/or legal guardian must be given: I agree that the difference in program fees has been discussed with me and that I may need to pay extra for the new program.
- I acknowledge there may be an extension to the program duration when the change is approved.
- **International Students** - I understand that by changing my program, I will need to apply for a new Student's Pass for the new program.
- I agree that I fully understand any conditions and exemptions indicated above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SECTION 4:	Senior Manager / Nominee to complete:		
	Name:	Date:	
Is the student qualified for the new program	<input type="checkbox"/> Yes or <input type="checkbox"/> No (based on:)	Checked student's current Academic Status	<input type="checkbox"/> Yes
Does Quota apply? <small>(check with Admissions)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Has the student been Terminated from a program before?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Discuss fees for the new program	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Permission attached from Guardian/Sponsor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
CHANGE OF PROGRAM / STREAM REQUEST	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Reason:	
Add notes on Navigate, including the student's rational for changing program.	<input type="checkbox"/> Yes	Email the student (copy to ACADEMIC notes) the reasons for rejecting the request to change.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Last day* of study in the current program:	Date ____/____/____	Confirm address details are current/correct on Navigate	<input type="checkbox"/> Yes
Student is currently enrolled?	<input type="checkbox"/> No → Student <b>may</b> need to complete <b>Deferral/ Leave of Absence Form</b> <input type="checkbox"/> Yes → Complete an <b>Enrolment Variation Form</b> to vary the units the student is enrolled in.		
Is the student eligible for additional Credit for Recognised Learning? Consult with the Academic Director	<input type="checkbox"/> Yes → please list them: <input type="checkbox"/> No <input type="checkbox"/> N/A		
Student's Academic Status AFTER this Change of Program has been processed:	<input type="checkbox"/> CAS0 (Good Standing) <input type="checkbox"/> CASC (Conditional)	Condition to be put on the student's record in addition to the Academic Status:	<input type="checkbox"/> LOA (Loo Acceptance) – (block enrolment for the next study period)
ADVISE THE STUDENT:	<b>Student will be contacted within 48 hours of the outcome and if approved, the New Letter of Offer will be emailed to student within 5 working days.</b>		

\* Use the following dates : In the case of a student withdrawing during a period of study, if the student IS NOT present when the form is completed, use the date the student notified us of intent to discontinue association with the College. (e.g. If a student moves home to China and emails after to tell us he/she no longer wishes to continue studying, use the date of the email - regardless of when the form is completed.) In the case of a student withdrawing during a period of study, if the student IS present when the form is completed, use the date the student signed the form with an advisor