

Change of Course Form

For changing a course or stream

This form is for currently enrolled students who wish to change their course / stream.

STUDENT DETAILS

Student No:			
Family name:		Given names:	

CURRENT COURSE

Course:	Stream:
---------	---------

NEW COURSE

Academic Adviser to complete:					
	Course	Stream	Start (eg 200901)	End of (eg 200901)	New Cond.
Certificate / TAP					
Diploma:					
OVERSEAS STUDENTS ONLY					
Degree :					
Other Conditions:					
Units to be Exempted on Letter of Offer:					

*All pathways must be filled in

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 grant permission for: _____
(name of legal guardian/parent) (student name)

to withdraw from Curtin College. Relationship to the student: _____

Signature: _____ Date: _____
(legal guardian/parent signature)

- I agree that the difference in course fees have been discussed with me and that I may need to pay extra for the new course.
- I acknowledge there may be an extended break in-between courses if I am enrolled in Health Science, Engineering or Built Environment courses.
- *International Students* - I understand that by changing my course I need to apply for a new Student's Pass.

I agree that I fully understand any conditions and exemptions indicated above.

Student/Authorising Signature: _____ **Date:** _____

Change of Course Form

For changing a course or stream

Academic Adviser:			
Student is a minor	<input type="checkbox"/> Yes (permission Signed)	<input type="checkbox"/> NA	
Student is sponsored	<input type="checkbox"/> Yes (permission attached)	<input type="checkbox"/> NA	
Student is currently enrolled	<input type="checkbox"/> Yes (consider impact upon course change)	<input type="checkbox"/> NA	
Student qualified for new course	<input type="checkbox"/> Yes, based on: Click here to enter text.		
Discuss change of fees	<input type="checkbox"/> Yes	Notes added	<input type="checkbox"/> Yes
Signed: _____		Date: _____	

OFFICE USE ONLY:

Academic Services	YES	NA
CC Course and Course Stream Changed on Maze	<input type="checkbox"/>	<input type="checkbox"/>
University commencement date and course code in Maze changed	<input type="checkbox"/>	<input type="checkbox"/>
Check Unit Maintenance Screen – Change course/stream	<input type="checkbox"/>	<input type="checkbox"/>
New Change of Course Confirmation Letter	<input type="checkbox"/>	<input type="checkbox"/>
Change of Course Confirmation Letter emailed to Student	<input type="checkbox"/>	<input type="checkbox"/>
Notes added	<input type="checkbox"/>	<input type="checkbox"/>
Signed: _____		Date: _____