

Change of Program Form

For currently enrolled students - Singapore

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:							
Diploma	Program	Stream	Start (eg 202601)	End (eg 202602)	Progression (eg 50%) (for most programs)	Academic Status	Study Load
Stage One:							
Stage Two:							
Degree:							

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

SECTION 3: DECLARATION

- **Minors (less than 18 years of age):** consent from your parent/or legal guardian must be given:

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

to change program. Relationship to the student: _____

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

- **Minors (less than 18 years of age):** consent from your parent/or legal guardian must be given.
- I agree that the difference in tuition fees has been discussed with me, and that I understand 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 am required to apply for a new Student's Pass for the new program. I also understand that the issuance of the Student's Pass is subject to the requirements and approval of the Singapore Immigration & Checkpoints Authority (ICA).
- I agree that I fully understand any conditions and exemptions indicated above.

Student's Signature: _____

Date: _____

Office Use ONLY:

SECTION 4:	Senior Manager / Nominee to complete:		
	Name:		Date:
Is the student qualified for the new program	<input type="checkbox"/> Yes <input type="checkbox"/> No	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 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 and correct on Navigate	<input type="checkbox"/> Yes
Is Student currently enrolled?	<input type="checkbox"/> No → Student may need to complete Deferral Form (refer to <i>Enrolment Policy</i>) <input type="checkbox"/> Yes → Complete an Enrolment Variation Form 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 the Change of Program has been processed:	<input type="checkbox"/> CAS0 (Good Standing) <input type="checkbox"/> CASC (Conditional)	Condition to be placed on the student's record in addition to the Academic Status:	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
ADVISE THE STUDENT:	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.		

* Use the following dates:

- If the student is NOT present when the form is completed, use the date the student first informed Curtin Singapore of their intent to change program.
- If the student is present when the form is completed, use the date the student signs the form with a Student & Academic Officer.

