Application for Course Change

Section A: Personal Details	
Student ID:	
Student Name:	
Email:	Contact Number:
Course:	
Course Start Date:	Course End Date:

Section B: Request Details	
Proposed New Course:	
Course Start Date:	
Reason for Transfer:	
Student Signature:	Date:

Section C: Approval (*to be completed by Course Coordinator / Admin Officer)*	
Satisfactory Course Progress: ❒ Yes ❒ No	
Request Approved: ❒ Yes ❒ No	
Course Coordinator/Designated Officer Name:	
Signature:	Date:

Section D: Credit Transfer Details *(to be completed by new Course Coordinator/Admin Officer if applicable)*	
Credit Transfer Granted: ❒ Yes ❒ No Comment(s):	
Subject(s) (*Please indicate the subject name, unit code and unit name that was granted credit transfer)*:	
New Course Start Date:	New Course End Date:
Approved by Course Coordinator/Designated Officer (New Course):	
Signature:	Date:

Section E: Office Use Only			
Has the student been informed of any difference in fees?	❒ Yes	❒ No	
Change of Course Fee Difference:			
Admin fee Paid?	❒ Yes	❒ No	
Tuition Fees Paid?	❒ Yes	❒ No	
New eCoE generated?	❒ Yes	❒ No	
Registered into the system?	❒ Yes	❒ No	
Student informed	❒ Yes	❒ No	
Student Services Officer:			
Signature:		Date:	