



**MEGA**

A SMATER PATHWAY

## 711-FM-MEGA Change of Course Request Form

### Relevant Standards

SRTOs 2015: 1.2, 1.7, 5.2(e)

The National Code 2018: Standard 6.3, 6.4, 8.2, 8.3, 8.16

### Linked Documents

Deferral, Suspension, Cancellation and Exclusion Policy

Student Admission and Enrolment Policy & Procedure

Course Progress Policy

Change of Course Policy and Procedure

Student to complete the following sections:

<b>Student ID</b>	
<b>Student Name</b>	
<b>Current Address</b>	
<b>Current Course</b>	

### **NOTE:**

1. You must meet course entry requirements of the new course to be eligible for change of course
2. Your request for change of course may be declined by your Academic Coordinator for reasons outlined in MEGA's Change of Course policy
3. I understand that a Change of course may have implications on my student visa and I should seek appropriate advice before changing the course
4. I understand that it is my responsibility to ensure my student visa covers the duration of the course
5. I understand and if my change of course have accept that I am formally withdrawing from my previous course and my enrolment/CoE has been changed to a new course
6. Change of course cannot be approved or processed for rescheduling pre-approved holiday.

<b>Requested New Course</b>	<b>Course Code and Name</b>		
<b>Reason(s) for Changing the Course</b> (Please provide as much details as possible) <b>Note:</b> Attach any supporting documents with this form as applicable			
<b>Student Signature</b>			<b>Date:</b>

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**Currently enrolled in:**

- ☐ Certificate II in Business  
☐ Certificate III in Business  
☐ Certificate IV in Business  
☐ Diploma of Business  
☐ Advanced Diploma of Business  
☐ Certificate III in Accounting  
☐ Certificate IV in Accounting  
☐ Diploma of Accounting  
☐ Advanced Diploma of Accounting  
☐ Certificate III in Tourism  
☐ Certificate IV in Travel and Tourism  
☐ Diploma of Travel and Tourism Management  
☐ Advanced Diploma of Travel and Tourism Management

- ☐ Certificate IV in Marketing and Communication  
☐ Diploma of Marketing and Communication  
☐ Advanced Diploma of Marketing and Communication  
☐ Diploma of Information Technology  
☐ Certificate IV in Leadership and Management  
☐ Diploma of Leadership and Management  
☐ Advanced Diploma of Leadership and Management  
☐ Diploma of Social Media Marketing  
☐ English Language Programs  
☐ English for Academic Purposes (EAP)  
☐ IELTS  
☐ Cambridge (CAE, FCE)  
☐ High School Preparation

**Request (student must tick all courses to be changed) to change course to:**

- ☐ Certificate II in Business  
☐ Certificate III in Business  
☐ Certificate IV in Business  
☐ Diploma of Business  
☐ Advanced Diploma of Business  
☐ Certificate III in Accounting  
☐ Certificate IV in Accounting  
☐ Diploma of Accounting  
☐ Advanced Diploma of Accounting  
☐ Certificate III in Tourism  
☐ Certificate IV in Travel and Tourism  
☐ Diploma of Travel and Tourism Management  
☐ Advanced Diploma of Travel and Tourism Management

- ☐ Certificate IV in Marketing and Communication  
☐ Diploma of Marketing and Communication  
☐ Advanced Diploma of Marketing and Communication  
☐ Diploma of Information Technology  
☐ Certificate IV in Leadership and Management  
☐ Diploma of Leadership and Management  
☐ Advanced Diploma of Leadership and Management  
☐ Diploma of Social Media Marketing  
☐ English Language Programs  
☐ English for Academic Purposes (EAP)  
☐ IELTS  
☐ Cambridge (CAE, FCE)  
☐ High School Preparation

**Enrolled into future courses with another institution/university?****Student's Signature:****Date:****OFFICE USE ONLY**

Course/Class change authorised by Academic Coordinator

Signature:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Course/Class processed by Admissions Officer

Signature:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For OFFICE use only**

<b>Change of Course</b>	<input type="checkbox"/> Granted <input type="checkbox"/> Declined	
<b>Reason(s), if Declined</b>		
<b>Follow-up Action</b>		
<b>Approved by</b>		<b>Date:</b>