

711-FM-MEGA Extension or 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
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Student to complete the following sections:

Student ID	
Student Name	
Current Address	
Current Course	

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 Manager 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.

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



M E G A

A SMATER PATHWAY

Currently enrolled in:

- | | |
|--|---|
| <input type="checkbox"/> Certificate II in Workplace Skills | <input type="checkbox"/> Certificate IV in Marketing and Communication |
| <input type="checkbox"/> Certificate III in Business | <input type="checkbox"/> Diploma of Marketing and Communication |
| <input type="checkbox"/> Certificate IV in Business | <input type="checkbox"/> Advanced Diploma of Marketing and Communication |
| <input type="checkbox"/> Diploma of Business | <input type="checkbox"/> Diploma of Information Technology |
| <input type="checkbox"/> Advanced Diploma of Business | <input type="checkbox"/> Certificate IV in Leadership and Management |
| <input type="checkbox"/> Certificate III in Accounts Administration | <input type="checkbox"/> Diploma of Leadership and Management |
| <input type="checkbox"/> Certificate IV in Accounting and Bookkeeping | <input type="checkbox"/> Advanced Diploma of Leadership and Management |
| <input type="checkbox"/> Diploma of Accounting | <input type="checkbox"/> Diploma of Social Media Marketing |
| <input type="checkbox"/> Advanced Diploma of Accounting | <input type="checkbox"/> English Language (Programs) (Elementary to Advanced) |
| <input type="checkbox"/> Certificate III in Tourism | <input type="checkbox"/> English for Academic Purposes (EAP) |
| <input type="checkbox"/> Certificate IV in Travel and Tourism | <input type="checkbox"/> IELTS |
| <input type="checkbox"/> Diploma of Travel and Tourism Management | <input type="checkbox"/> Cambridge (CAE, FCE) |
| <input type="checkbox"/> Advanced Diploma of Travel and Tourism Management | <input type="checkbox"/> High School Preparation |

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

- | | |
|--|---|
| <input type="checkbox"/> Certificate II in Workplace Skills | <input type="checkbox"/> Certificate IV in Marketing and Communication |
| <input type="checkbox"/> Certificate III in Business | <input type="checkbox"/> Diploma of Marketing and Communication |
| <input type="checkbox"/> Certificate IV in Business | <input type="checkbox"/> Advanced Diploma of Marketing and Communication |
| <input type="checkbox"/> Diploma of Business | <input type="checkbox"/> Diploma of Information Technology |
| <input type="checkbox"/> Advanced Diploma of Business | <input type="checkbox"/> Certificate IV in Leadership and Management |
| <input type="checkbox"/> Certificate III in Accounts Administration | <input type="checkbox"/> Diploma of Leadership and Management |
| <input type="checkbox"/> Certificate IV in Accounting and Bookkeeping | <input type="checkbox"/> Advanced Diploma of Leadership and Management |
| <input type="checkbox"/> Diploma of Accounting | <input type="checkbox"/> Diploma of Social Media Marketing |
| <input type="checkbox"/> Advanced Diploma of Accounting | <input type="checkbox"/> English Language (Programs) (Elementary to Advanced) |
| <input type="checkbox"/> Certificate III in Tourism | <input type="checkbox"/> English for Academic Purposes (EAP) |
| <input type="checkbox"/> Certificate IV in Travel and Tourism | <input type="checkbox"/> IELTS |
| <input type="checkbox"/> Diploma of Travel and Tourism Management | <input type="checkbox"/> Cambridge (CAE, FCE) |
| <input type="checkbox"/> Advanced Diploma of Travel and Tourism Management | <input type="checkbox"/> High School Preparation |

Enrolled into future courses with another institution/university?

Student's Signature:

Date:

OFFICE USE ONLY

Change authorised by Academic Manager

Signature:

Date: ___/___/____

Course/Class processed by Admissions Officer

Signature:

Date: ___/___/____

For OFFICE use only

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