

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

Student to complete the following sections:

Student ID			
Student Name			
Current Address			
NOTE: - You must meet course entry requirements of the new course to be eligible for change of course - Your request for change of course may be declined by your Academic Manager for reasons outlined in MEGA's Change of Course policy - I understand that a Change of course may have implications on my student visa and I should seek appropriate advice before changing the course - I understand that it is my responsibility to ensure my student visa covers the duration of the course - 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 - 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 Note: - Attach any supporting documents with this form as applicable - Extension/change of course will only be assessed based on compassionate and compelling circumstances			
Student Signature			Date:
For under 18 years old only			
Name of Guardian:			
Signature of Guardian:			Date:

Currently enrolled in:

- | | |
|---|---|
| ☐ Certificate IV in Business
☐ Diploma of Business
☐ Advanced Diploma of Business
☐ Graduate Diploma of Management (Learning)
☐ Certificate IV in Accounting and Bookkeeping
☐ Diploma of Accounting
☐ Advanced Diploma of Accounting
☐ Certificate IV in Marketing and Communication
☐ Diploma of Marketing and Communication
☐ Advanced Diploma of Marketing and Communication
☐ Certificate IV in Cyber Security
☐ Diploma of Information Technology
☐ Advanced Diploma of Information Technology | ☐ Certificate IV in Leadership and Management
☐ Diploma of Leadership and Management
☐ Advanced Diploma of Leadership and Management
☐ Certificate IV in Project Management Practice
☐ Diploma of Project Management
☐ Advanced Diploma of Program Management
☐ Diploma of Social Media Marketing
☐ English Language (Programs) (Elementary to Advanced)
☐ English for Academic Purposes (EAP)
☐ IELTS
☐ Cambridge (CAE, FCE)
☐ High School Preparation
☐ Primary School Preparation |
|---|---|

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

- | | |
|---|---|
| ☐ Certificate IV in Business
☐ Diploma of Business
☐ Advanced Diploma of Business
☐ Graduate Diploma of Management (Learning)
☐ Certificate IV in Accounting and Bookkeeping
☐ Diploma of Accounting
☐ Advanced Diploma of Accounting
☐ Certificate IV in Marketing and Communication
☐ Diploma of Marketing and Communication
☐ Advanced Diploma of Marketing and Communication
☐ Certificate IV in Cyber Security
☐ Diploma of Information Technology
☐ Advanced Diploma of Information Technology | ☐ Certificate IV in Leadership and Management
☐ Diploma of Leadership and Management
☐ Advanced Diploma of Leadership and Management
☐ Certificate IV in Project Management Practice
☐ Diploma of Project Management
☐ Advanced Diploma of Program Management
☐ Diploma of Social Media Marketing
☐ English Language (Programs) (Elementary to Advanced)
☐ English for Academic Purposes (EAP)
☐ IELTS
☐ Cambridge (CAE, FCE)
☐ High School Preparation
☐ Primary School Preparation |
|---|---|

Enrolled into future courses with another institution/university?

OFFICE USE ONLY

Change authorised by Academic Manager	Signature: _____	Date: ____/____/____
Course/Class processed by Admissions Manager	Signature: _____	Date: ____/____/____

For OFFICE use only

Change of Course	☐ Granted ☐ Declined	
Reason(s), if Declined		
Follow-up Action		
Approved by		Date: _____