



APPLICATION OF CHANGE COURSE

Section 1: Application Information (to be completed by Student)			
Name		Stud ID	
NRIC / Passport No		I here by certify the information provided, pertinent to application is true and correct & I submit the necessary in support of my claim. Student Date	
Programme			
Intake (month/year)			
Reason for Change			

SECTION 2 Consent (to be completed prior to submission)	
Contact No <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Sponsor <input type="checkbox"/> Others Tel:	I here acknowledge validity of the application as stated. Parent/Guardian Date

SECTION 3 Counselling by Present Faculty (Releasing)	
Present Course: Level: Yr: Sem: Total Credits taken to date: <input type="checkbox"/> Attach copy of relevant current Credit Completed <input type="checkbox"/> Attach copy of Student Academic Infor Record <input type="checkbox"/> Handover Student Personal Academic File to new Dept <input type="checkbox"/> Student Academic Data updated Student Date	New Course: Level: Yr: Sem: Class: Total Credits taken to date: <input type="checkbox"/> Attach copy of relevant current Credit Completed <input type="checkbox"/> Attach copy of Student Academic Infor Record <input type="checkbox"/> Handover Student Personal Academic File to new Dept <input type="checkbox"/> Student Academic Data updated Student Date
Counselling by present Head of Department / Academic Direc Head of Department / Academic Director Date	Counselling by present Head of Department / Academic Direc Head of Department / Academic Director Date

Released: <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT Approved Head of School Date	Accepted: <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT Approved Head of School Date
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SECTION 4 Finance Department		
Total Fees Paid		
Balance Fees Paid		
News Fees Payable		
.....
Name	Signature	Date

SECTION 5 Registry Department		
Student Registration No. and Fees Changed		
Accepted:		
<input type="checkbox"/> APPROVED		
<input type="checkbox"/> NOT Approved		
.....
Name	Signature	Date



RG/005/2011/R1

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