



# CHANGE OF PROGRAMME/COURSE FORM

Form 8 (v3)

## Change Request *(to be completed by student)*

Student Name		Student ID	
Marketing Executive Name (who issued form)		Payment received (Course change only, attach receipt)	YES / NO
What change are you applying for? <input type="checkbox"/> Programme <input type="checkbox"/> Course			
Name of current programme / courses <small>(you can only apply to change a maximum of 3 courses during your enrolment)</small>		Commencement Date/s <small>(of Course/Programme)</small>	
Name of new programme / courses		Commencement Date/s <small>(of Course/Programme)</small>	
Reason for change request			
Signature <i>(Student)</i>		Date	
Signature <i>(Marketing)</i>		Date	

## Decision *(to be completed by Marketing Executive in consultation with DAP/DOS if required)*

Result	<input type="checkbox"/> Approved request <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Declined		
Date change to occur <small>(first day of new course/programme)</small>			
Comment/Conditions			
Signed <i>(Marketing Exec)</i>		Date	

**Follow-up** (to be completed by Marketing)

Date result discussed with student.			
If a <b>programme change</b> has been approved, ensure the following has been completed	<input type="checkbox"/> New Offer of Place generated <input type="checkbox"/> New Invoice generated – <i>if the application is within QAG's Statutory Refund Provisions, the invoice needs to reflect debit or credit based on fees paid for previous programme.</i> <input type="checkbox"/> New Receipt generated <input type="checkbox"/> Enrolment Form amended <i>with new programme details, student countersigned the change, and signed/dated the Enrolment form again.</i> <input type="checkbox"/> Student Online Visa application completed		
Comments			
Signed (Marketing Exec)		Date	

**Student Management System** (to be completed by Administration Team)

Actions Required	<input type="checkbox"/> Database (SMS) edited <input type="checkbox"/> New Attendance Register created		
Signed (Administrator)		Date	

\*File this form into the Student Enrolment File