CHANGE OF MAJOR / MINOR FORM

Application Deadline: For 2020

With effect from: Study Period 51: 7 December 2019, Study Period 52: 4 Apr 2020; Study Period 53: 2 August 2020 Applications received after these dates may not be approved to commence in the upcoming study period. **A non-refundable administration fee of S$214 (nett) will be charged only for change of major (Administrative fee will not be charged for change of minor).** Recommend to have consultation with Enrollment team prior to paying administration fee and submission of this application to check the possibility of the requested change.

1. PERSONAL DETAILS

Student number (8 digit number) :

Nationality :

Family name :

Given name :

Are you below 18 years old: ☐ Yes ☐ No

Parents authorization:

Email address (JCU email ID) :

@my.jcu.edu.au

Contact no. :

2. COURSE INFORMATION

Current Course & Major/Minor

Course title :

Major :

Have you been granted any Advanced Standing? *(please tick where appropriate)* ☐ Yes ☐ No

Proposed Change of Major/Minor

Course title :

Major :

Minor :

Study Period to take effect from

Study Period *(please select from the drop-down list)* : SP 53

Year :

3. DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge and that I have not willfully suppressed any information. I understand that information contained in this form is collected for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed onto any other external bodies without prior authorisation unless a valid legal request has been made.

Student's signature:

Date (dd/mm/yyyy):

IMPORTANT

Please note that applications submitted <u>after the above due date</u> MAY NOT be processed in time for the upcoming Study Period.

4. RETURN DETAILS

Please complete the form electronically and email the completed form to studentaffairs-singapore@jcu.edu.au for processing.
Do ensure that all the required fields are duly completed. Incomplete form will delay the process of your application.
Note: No hardcopies form will be accepted and processed.

OFFICE USE (RECOMMENDATION & APPROVAL)

1. RECOMMENDATION BY DIRECTOR AASP / MANAGER OF ENROLMENTS

☐ Accepted for _____ program with the following details:

☐ Number of subjects required to study: _____ ☐ Duration: _____

☐ Subject(s) exempted (if any): _____

☐ Direct entry, specify reasons: _____

☐ Conditional Offer :

- ☐ ELPP level is subjected to the second placement test on Campus;
- ☐ Upon fulfilling the English Language requirements;
- ☐ Upon sightings of original/notarised certificate and transcripts

Remarks: _____

☐ Rejected Remarks: _____

☐ Recommended to _____

Name and signature of Director AASP / Manager Enrolments	**Date of assessment:**

2. APPROVAL BY CAMPUS DEAN

☐ Rejected

☐ Recommended to _____

☐ Accepted with conditional offer for _____ program.

Please indicate condition(s): _____

☐ English Language Preparatory Program. Levels to be completed: _____

☐ Waived

☐ Accepted with unconditional offer for _____ program. No. of subjects: _____

Name and signature of Campus Dean:	**Date:**

3. ACTIONS TO BE TAKEN BY STUDENT ADMINISTRATION

☐ Change of fee plan

☐ Re-generation of contract

☐ Others, please specify (e.g. re-module subjects details) _____

Staff-in-charge of application: _____ Date (dd/mm/yyyy): _____

Contract checked for compliance and completeness: (Name and signature)	**Date:**