

Variation of Enrolment Request Form

1. Personal Details

JCUA ID (8-digit number):

Title: Dr Mr Mrs Ms Miss Domestic/ International Student: _____

Full Name: _____

Email address: _____ Contact number: _____

Course title: _____ Intake/Year: _____ / _____

2. Type of Request

Change of Mode of Study Full Time Part Time

Request to take 5 subjects: **Acknowledgment that there are no clashes in the timetable**

Subject Code 1 _____ Subject Code 2 _____ Subject Code 3 _____ Subject Code 4 _____

Subject Code 5 _____

Request to take less than 4 subjects

Request to take Non-award subjects:

Subject Code 1 _____ Subject Code 2 _____

Others (please specify) _____

Reasons for request:

3. Declaration

I declare that the information provided is true and accurate to the best of my knowledge and that I have not wilfully 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 signature: _____ Date (dd/mm/yyyy) _____ / _____ / _____

IMPORTANT: Request for Variation of enrolments will be 7 working days. We will advise you of the outcome of your application.

4. Return Details

James Cook University, Singapore
149 Sims Drive, Student Affairs, Block C
Tel: +65 6709 3888 Email: studentaffairs-singapore@jcu.edu.au

Form received by:

Staff Name & Signature: _____ Date (dd/mm/yyyy) ____/____/____

5. Recommendation by Director Admissions, Academic Services, and Progression / Enrolments Manager

Recommended for approval

Not recommended for approval

Comments: _____

Name and Signature: _____ Date (dd/mm/yyyy) ____/____/____

6. Approval by Campus Dean

Recommended for approval

Not recommended for approval

Comments: _____

Name and Signature: _____ Date (dd/mm/yyyy) ____/____/____