

## Change of Course Request Form

<b>Student ID</b>	
<b>Student Name</b>	
<b>Current Address</b>	
<b>Current Course</b>	

### Student to complete the following

<p><b>NOTE:</b></p> <p>1) You must meet course entry requirements of the new course to be eligible for change of course</p> <p>2) Your request for change of course may be declined by your course coordinator for reasons outlined in ITI's Change of Course policy</p> <p>3) Change of course may have implications on your student visa and you should seek appropriate advice before changing the course</p>		
<b>Requested New Course</b>	<b>Course Code and Name</b>	
<p><b>Reason(s) for Changing the Course</b> (Please provide as much details as possible)</p> <p><b>Note:</b> Attach any supporting documents with this form as applicable</p>		
<b>Student Signature</b>		<b>Date:</b>

### ADMIN use only

<b>Change of Course</b>	<input type="checkbox"/> Granted <input type="checkbox"/> Declined
<b>Reason(s), if declined</b>	
<b>Follow-up Action</b>	
<b>Approved by</b>	<b>Date:</b>