

Change of Course Application

Please refer to reverse side for change of course conditions before completing this form.

Email completed form to dcoll-acadserv@deakin.edu.au from your Deakin College email address.

Student ID Number: _____ Date of Birth: _____

ARE YOU CURRENTLY ENROLLED AT DEAKIN COLLEGE: Yes No

Family Name: _____ Given Name: _____

Email: _____ Telephone: _____

Current Deakin College Course (including stream if Foundation Program): _____

Which course do you wish to transfer to? (Please tick the appropriate box)

- | | |
|--|---|
| <input type="checkbox"/> Foundation Program (Standard) (FPS) – Burwood | <input type="checkbox"/> Diploma of Health Sciences (DH) - Burwood |
| <input type="checkbox"/> Foundation Program (Standard) (FPS) – Geelong | <input type="checkbox"/> Diploma of Health Sciences (DH) - Geelong |
| <input type="checkbox"/> Foundation Program (Extended) (FPE) – Burwood | <input type="checkbox"/> Diploma of Business (DB) - Burwood |
| <input type="checkbox"/> Foundation Program (Extended) (FPE) – Geelong | <input type="checkbox"/> Diploma of Communication (DO) - Burwood
<i>*Prerequisite applies- see page 2</i> |
| <input type="checkbox"/> Diploma of Commerce (DM) - Burwood | <input type="checkbox"/> Diploma of Design (DD) - Burwood |
| <input type="checkbox"/> Diploma of Commerce (DM) – Geelong | <input type="checkbox"/> Diploma of Film, Television and Animation (DF) - Burwood |
| <input type="checkbox"/> Diploma of Information Technology (DIT) - Burwood | <input type="checkbox"/> Diploma of Science (DN) - Geelong |
| | <input type="checkbox"/> Diploma of Engineering (DE) – Geelong
<i>*Prerequisite applies- see page 2</i> |
| | <input type="checkbox"/> Diploma of Construction Management (DCM) – Geelong |

Reasons for applying for transfer:

Which Bachelor Course at Deakin University do you wish to study?

(Applicable only to International students with a Deakin College/Deakin University packaged offer)

-
- I confirm I will meet the entrance requirements for the above Deakin University Bachelor degree

Other Prerequisites:

Diploma of Communication (*prerequisite applicable to International students only*)

- I confirm I have achieved EAP3 (minimum score 60), IELTS 6 (minimum 5.5 in each band), or equivalent

Diploma of Engineering

- I confirm I have completed Year 12 Mathematical Methods, Specialist Mathematics, or equivalent

Change of course conditions

- Applications must be submitted prior to the start of a trimester.
- Applications will only be processed, for currently enrolled students, after the release of results.
- Students who have been placed on a conditional enrolment in any trimester will be required to undertake an interview with the Academic Coordinator before this application is approved.
- Students who receive a 'show cause' condition for failure to achieve satisfactory course progress will not be eligible to apply for a change of course.
- Students must have no outstanding fees.
- Students will be notified of the outcome via their Deakin College email.

Correspondence will be sent to your Deakin College email address. In the event we need to contact you on your personal email or telephone, we will do so using the details you have recorded via the Student Portal.

Please ensure your details are current. If they are not, please update them now by logging into the Student Portal and clicking on Student Profile > Edit contact details.

Student Signature: _____ **Date:** _____

Parent/Legal Guardian (if student under 18 years of age)

International students under age of 18 please note: form must be signed by your parent or legal guardian in your home country, not your Australian guardian.

Signature: _____ **Date:** _____

OFFICE USE ONLY

STUDENT AND ACADEMIC SERVICES

Intervention Program Required? Yes No Date interview scheduled: _____

Intervention Program Complete? Yes No Not applicable

Current progression: _____

Requested progression: _____

Units attempted: _____ Units passed: _____ Attendance %: _____ Condition: _____

ACADEMIC MANAGER

Change of Course Approved: Yes No Date: _____

Academic Manager Signature: _____

Comments: _____

STUDENT AND ACADEMIC SERVICES

Student Advised Application forwarded to Admissions Date: _____

Number of units completed for new Diploma: _____

ADMISSIONS

New Offer Issued to Student Date: _____

Offer Accepted Date: _____

STUDENT AND ACADEMIC SERVICES

Course status updated in MAZE Date: _____

Callista Update Added to spreadsheet Emailed individually N/A

QUALITY AND COMPLIANCE OFFICER

Deakin College CoE Updated: Yes Date: _____ N/A (Domestic Student)

Deakin University CoE Updated: Yes Date: _____ N/A (Domestic Student)

CoE sent: Yes Date: _____ N/A (Domestic Student)