

CHANGE OF MAJOR/MINOR FORM

Application Deadline:

- Deadline for January Intake: End of study week 5, September Intake (TR3) of the previous academic year.
- Deadline for May Intake (TR2): End of study week 5, January Intake of the same academic year.
- Deadline for September Intake (TR3): End of study week 5, May Intake (TR2) of the same academic year.

A nonrefundable administration fee of S\$218 (9% GST for 2024) (nett) will be charged for every application. It is recommended that you have a consultation with the 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 :
Email address (JCU email ID): _____ @my.jcu.edu.au	
Contact no.: _____	
Are you below 18 years old:	Yes No
'If yes, please add a statement	
I _____ parent/legal guardian consent to this application to be processed.	
Parents authorization:	
2. COURSE INFORMATION	
Current Course & Major/Minor	
Course title :	Major : Minor :
Have you been granted any Advanced Standing? <i>(please tick where appropriate)</i>	Yes No
Proposed Change of Major	
Course title:	Major :
Study Period to take effect from	
Study Period <i>(please select from the drop-down list)</i> :	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 after the above due date 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 Senior Executive of Enrolments / Assistant Manager of Enrolments/ Manager of Enrolments / AHs / HoDD**

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 _____

Recommendation by Senior Executive of Enrolments / Assistant Manager of Enrolments / Manager of Enrolments / AHs / HoDD:**Approval of Senior Director of AASP / AHs / HoDD / Manager of Enrolments:****Date****Date****2. APPROVAL BY CAMPUS DEAN (only for application with advanced standing required assessment by AHs/HoDD)**

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:**