

Change of Course Application

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

Email completed form to dcjkt-academicsservices@deakin.edu.au

Student ID Number: _____ Date of Birth: _____

ARE YOU CURRENTLY ENROLLED AT DEAKIN COLLEGE JAKARTA CAMPUS: Yes No

Family Name: _____ Given Name: _____

Email: _____ Telephone: _____

Current Deakin College Course: _____

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

- Foundation Year
- Diploma of Commerce (DM)
- Diploma of Communication (DO)
- Diploma of Design (DD)
- Diploma of Information Technology (DIT)

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)

Change of course conditions

- **Applications must be submitted prior to the end of Week 2 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 Campus Director before this application is approved.
- Students must have no outstanding fees.
- Students will be notified of the outcome via email.

Correspondence will be sent to your email address.

Please ensure your details are current. If they are not, please update them now by emailing djkt-academicservices@deakin.edu.au

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.

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: _____

CAMPUS DIRECTOR

Change of Course Approved: Yes No Date: _____

Campus Director 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: _____

Deakin College IT updated Emailed individually N/A