**EMAIL TEMPLATE: Outbound Exchange Subject Approval Request**

**TO:** Faculty SASQ Manager

**CC:** exchange@bond.edu.au

**SUBJECT:** Outbound Exchange Subject Approval Request – Application deadline: <date> - <Exchange semester> - <Student name>

Dear <Babu/Angela/Audrey/ Carolina>,

I am writing to request your approval of my Exchange subjects.

I am applying to go on Exchange to <Name> University, <Country> in <182/183/191>. I am planning to take <30/40> credit points while on exchange.

The exchange office requires that have at least double the amount of subjects needed to maintain full time enrolment approved, therefore I am submitting <8/10> subjects for assessment.

Please find attached my:

* Proposed Study Plan (approved and signed by the SBC)
* Subject Approval Form
* Host University subject outlines

I have checked that these subjects are offered in the semester that I am overseas, are not restricted to Exchange students, and that I meet any pre-requisite requirements.

The deadline to submit my Exchange application is <date>.

Thank you for your time,

Kind regards,

<Full name>

<Student number>

<Bond degree>

<Phone number>