CHANGE OF PROGRAM APPLICATION

Received Student Business Centre:

INSTRUCTIONS – PLEASE READ BEFORE PROCEEDING

1. Check the recommended study plan for the program you are applying to. This will give you an idea of the compulsory subjects, whether there are any majors and how many electives are included.
2. Download or print a copy of your completed subjects from eStudent. Compare this information with the plan for the 'new' program. This will enable you to work out which subjects will credit to your new program and give a rough estimate of how many subjects will be left.
3. If you wish to proceed with the application, make an appointment to see an Academic Advisor in the Student Business Centre in week 9 and bring your information from 1 & 2 with you.
4. Students changing from an undergraduate to a postgraduate program CANNOT use this form. You will need to complete the 'Application for Postgraduate Admission' form.
5. Students are permitted to change their program once; subsequent changes will incur a fee of $50, as per Division 4, Section 43 of the Academic Regulations.
6. A change of program will only be processed until Friday Wk 1 of the current semester. Applications received after this date will be processed the next semester.
7. If the student is sponsored by the Saudi Arabian Cultural Mission a Financial Guarantee (FG) must accompany this form.
8. Please be aware that previous credit or advanced standing may not transfer to your new program.

REGULATION / POLICY/ INFORMATION SHEET

- Bond University Academic Regulations, Division 3 – Enrolment 19, Change of Degree: Academic Regulations
- Bond University Academic Regulations, Division 4 – Fees and Charges 43, Fees: Academic Regulations

STUDENT DETAILS

STUDENT NUMBER **FAMILY NAME** **GIVEN NAMES**

ARE YOU CURRENTLY ON A STUDENT VISA? If yes, DIBP requires you to comply with the conditions of your student visa. Please refer to the DIPB website	Yes	◯	No	◯
ARE YOU CURRENTLY A FEE-HELP STUDENT? Changing program may affect your FEE-HELP eligibility and a new FEE-HELP form must be submitted. The FEE_HELP application form is available via your eStudent account. If a new application is not submitted, you will be liable for the full fees.	Yes	◯	No	◯

Please provide a detailed reason below for your application to change program.

CURRENT PROGRAM ENROLLED IN

		-							Ver (c	Att (ol

Program Code (eg BN-13011) *Program Description (eg Master of Business Administration)*

PROGRAM YOU WISH TO ENROL INTO?

		-							Ver (c	Att (ol

Program Code (eg BN-13011) *Program Description (eg Master of Business Administration)*

STUDENT DECLARATION

By signing below:

- I declare that I have read the Academic Regulations Division 3 and 4 Change of Degree and Fees and Charges.
- I declare that the information provided on this application is true and correct.
- I accept that I may not be eligible for any credit or advanced standing into the new program.
- I accept that the submission of this form alone does not guarantee the application will be approved.
- I understand that if I have already been granted one change of program there will be a fee incurred to process this application.
- I accept that late submission of this form may result in the application not being considered until the following semester.
- I have attached Financial Guarantee (FG) (only if sponsored by the Saudi Arabian Cultural Mission).

Student's Signature ***Date***

Bond University (BU) may collect personal information about you, including the information on this form. BU collects this information for the purpose of providing services to you and facilitating BU's internal business operations, including the fulfilment of any legal requirements. If the personal information you provide to BU is incomplete and / or inaccurate, BU may be unable to provide you within the services you are seeking. You may access the personal information BU holds about you in accordance with BU's privacy policy at bond.edu.au

Student Business Centre
Phone: +61 7 5595 4049 Email: enrolment.enquiries@bond.edu.au Fax: +61 7 55951747

CHANGE OF PROGRAM APPLICATION

BOND UNIVERSITY
STUDENT BUSINESS CENTRE

Received Student Business Centre:

ACADEMIC ADVISOR TO COMPLETE					
Have you met with the student and provided advice about this application. (If no, then do not proceed)					
If the student is international, please send a copy of this form to visa.enquiries@bond.edu.au and provide the CRICOS code of above program. Please check website at http://cricos.education.gov.au/Course/CourseSearch.aspx					
What is the students current GPA/Rank?	GPA		Rank		
Has the student had any previous change of program? Please provide details.					
How many subjects in the new program?		How many subjects to complete after credits/advanced standing is applied?			
Is the student currently on a scholarship?	Yes		No		
If yes, what type of scholarship?					
Has the transfer of scholarship been approved by the Faculty?	Yes		No		
Confirm scholarship percentage applicable					

Note: Where the faculty has provided clear guidelines of entry requirements for the new program, the student meets the criteria and the student is of 'good standing' this form can be approved. Where there is not enough inorfmation, this form must be sent to the faculty for approval. Please complete details of the new proposed study plan below, after credits/advanced standing is applied (if any).

Proposed Study Plan				
Subject Code	Subject Name	Semester of Study	Core/Elective	Credited

ACADEMIC ADVISOR'S SIGNATURE: _____ Date: _____

PROCESSED BY (ENROLMENTS OFFICER): _____ Date: _____

STUDENT EMAILED AND INFORMED OF OUTCOME:

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