



Change of Course Preference

Policy

A Student may change their course preference prior to and after they commence their course.

Definitions

Pre Enrolment – prior to arrival/commencement

Post Enrolment – Student has arrived and is currently enrolled in a course

Guidelines

1.0 Pre Enrolment Change of Course preference

- 1.1. Students are able to request a **change of course** preference before arrival/commencement by completing an AF 24 Deferral /Change of Preference Form and submitting it to an Admissions Officer prior to the course commencing.
- 1.2. Once the change of course preference has been approved by the Admissions Manager a new Letter of Offer and new Enrolment Agreement will be issued to reflect the new course.
- 1.3. Once the student has signed the new Enrolment Agreement, a new CoE is created to reflect the change of course preference.
- 1.4. Student file is forwarded to the Finance department.
- 1.5. There are no restrictions on change of course at pre-enrolment stage unless the quota on a course has been met.

2.0 Post Enrolment Change of Course

- 2.1. Students are able to request a **change of course** after enrolment by completing AF 25 Change of Course Preference Form (for currently enrolled students) and submitting it to an Admissions Officer.
- 2.2. A change of course preference form will be accepted after commencement only if it is within 2 weeks of commencing the course or within 2 weeks of commencing a new stage.
- 2.3. A change of course will only be approved if there are places available.
- 2.4. When changing course after enrolment students must ensure that:
 - a. They are maintaining qualification level and not reducing.
 - b. Credit transfers or RPL requests (students need to complete SMF 2 Credit Transfer RPL Request Form) are submitted along with new course preference at time of request, if applicable.

2.5. Post Enrolment Change of Course will incur an administration fee of \$100.

3.0 Post Enrolment Course Extension

- 3.1. Students are able to request an **Extension of course** after enrolment by completing an AF 28 Course Extension Form and submitting it to an Admissions Officer.
- 3.2. A course extension will only be approved by the Associate Head of VET where:
 - a. the course the student wishes to enrol in is at an additional level in the current qualification stream, and
 - b. there are places available.

4.0 Additional Guidelines

- 4.1. Upon approval of the new course by the Associate Head of VET, the Admissions Department will process the enrolment.
- 4.2. The Admissions Department will be responsible for issuing the new Enrolment Agreement.

Related Policy

AP 70 Change of Course Procedures
SMP 2 Student Fees and Charges

Related Forms

AF 12 Course Cancellation Form
AF 24 Deferral /Change of Preference Form
AF 25 Change of Course Preference Form
AF 28 Course Extension Form
SMF 2 Credit Transfer RPL Request Form

Policy Locations

P: Drive
Website
MyCarrick