



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 respective 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 *CHEAF 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 *CHEAF 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 RPLs requests are submitted along with new course preference at time of request.

3.0 Additional Guidelines

- 3.1. Upon approval of the new course by the Higher Education Course Coordinator, the Admissions Department will process the enrolment.
- 3.2. The Admissions Department will be responsible for issuing the new Enrolment Agreement.

Related Policy

CHESMP Student Fees and Charges

Related Forms

CHEAF 12 Course Cancellation Form

CHEAF 24 Deferral/Change of Preference Form

CHEAF 25 Change of Course Preference Form

CHESMF 2 Advanced Standing Credit Transfer Request Form

Policy Location

P: Drive

Website