Villa College

APPLICATION TO CHANGE OF PROGRAM

1.PERSONAL DETAILS

Student ID:

Name:

NID: Semester Intake:

Correspondence Address:

Tel. No. (Home):   Tel. No. (Office):

Mobile No.:   Fax No.:

Email:

Current Programme:

2.NEW PROGRAMME

New Programme Applied:

Reasons: _____

_____

If sponsored, (written approval from sponsor must be attached to this form before change can be approved): ☐ Yes   ☐ No

Check list for submission:

☐ Copy of payment of processing fee of MRF 50
☐ Copy of certified academic qualifications (O' Level / A' Level / Diploma / Degree)
☐ Approval from employer / sponsor (those on sponsorship)
☐ Proof of full settlement of fees for current programme
☐ Application for credit transfer (please attach complete Transfer Credit)

STUDENT DECLARATION

I take full responsibility for the consequences of changing my programme and agree to be bond by the regulation of the new programme.

Student's signature: _____   Date: _____

FOR OFFICIAL USE ONLY

Is the approval from sponsor attached?   ☐ Yes   ☐ No   ☐ Not applicable

Is the change of program approved?   ☐ Yes   ☐ No

Approval from the Finance Department: _____
(Any fee adjustments)

Student Academic Services Authorised: Recommendations:

_____

_____

_____

_____   _____   _____   _____
Signature and Official stamp   Date   Database update initial   Date