CHANGE UNIT SELECTION APPLICATION

Student Name: _____ _____
(Family Name) *(Other Names)*

MIBT ID: _____ Date of Application: _____

1. Complete this form and return to MIBT Administration not to individual staff members. Forms not fully completed will not be processed.
2. Changes can be made to the unit selection without penalty in the first week of Trimester.
3. Applications made after the first week of classes will incur a **late penalty of AUD50.00 per unit.** This non-refundable penalty must be paid before this application will be processed. NOTE: if classes are full, there is little chance that the application will be approved.
4. No changes to unit selection can be made two (2) weeks after the commencement of a Trimester, except to drop a unit until the end of the fourth week.
5. A unit can be dropped until the end of the fourth week and fees paid for the dropped unit will be credited to the next Trimester and no penalty of AUD50 per unit.
6. After the fourth week, a unit can be dropped, however, no fees will be transferred to the next Trimester.
7. Students who drop a unit after fourth week will have "W" (withdrawn) recorded as their result in the unit.
8. Any unit dropped after week eight will be recorded as "WN" (Withdrawn-Fail).
9. Students cannot withdraw from units after week 10.

UNIT TO BE DROPPED			**UNIT TO BE ADDED**		
Unit Code	Name of Unit	Set	Unit Code	Name of Unit	Set

NOTE: Depending on class sizes many requests cannot be accommodated. Changing from one class to another class in the same unit is unlikely to be allowed. Your reasons for change must be completed.

Reason for change: _____

_____

_____

_____

Student Signature _____ Date: _____

Office Use Only

Approved ☐ Yes ☐ No

_____ _____
Academic Manager ***Date***

Unit selection changed on MAZE _____ Date: _____
Penalty (if applicable) _____ Date: _____
Fee adjustment processed by _____ Date: _____
Teacher notified of change ☐ Yes ☐ No Date: _____
Completed form placed on student's file by _____ Date: _____