

Application to defer or change your course

Swinburne University of Technology – Vietnam

Before you submit this form

Use this form if you have received an offer from Swinburne University of Technology – Vietnam, but you wish to defer the commencement of your course or change your course preference.

You can defer the commencement of your course up to the census date of the semester in which you were accepted to commence. After this time, you will have to submit a Leave of absence application or withdraw from your course and apply for next semester.

The deadline to apply for an internal course transfer is Friday two weeks prior to class commencement for the semester you wish to start the new course. Any course transfer request received after this date will be assessed for the following semester.

1. Personal details

Student ID: (if known)	
Family name:	
Given name:	
Date of birth:	
Are you a local or international student?	<input type="checkbox"/> Local <input type="checkbox"/> International

2. Contact details

Telephone number:	
Mobile phone number:	
Email:	
Address:	
Suburb/Town/City:	
State/Province:	
Postcode:	
Country:	

3. Current course information

What type of Offer have you received?	<input type="checkbox"/> Full Offer <input type="checkbox"/> Conditional Offer
Course Code:	
Course Title:	

4. What change are you requesting?

Deferral:	<input type="checkbox"/>	
When do you wish to commence your course?	<input type="checkbox"/> Semester January <input type="checkbox"/> Semester May <input type="checkbox"/> Semester September	Year:
Reason for deferral: (Please attach supporting documents to this form)		

Course transfer	<input type="checkbox"/>	
New Course Code:		
New Course Title:		
When do you wish to commence your course?	<input type="checkbox"/> Semester January <input type="checkbox"/> Semester May <input type="checkbox"/> Semester September	Year:
Reason for change of course:		

There are some things you need to know if you're applying to defer.

The fee for the course deferred to a later intake may differ from the original fee paid.

The course structure of the course deferred to a later intake may change.

International students on a student visa must comply with their visa conditions. You are required to review these conditions prior to deferring your course.

There are some things you need to know if you're applying to change your course preference

If you are current student enrolled in units and results have not been finalised for the semester, your application will be put on hold until results have been released.

If your course transfer request is approved, you will receive a new offer. You need to accept this offer before you can enrol in your new course. Please note, that you will pay the tuition fee applicable for the new course in the academic year it commences.

Once you accept and sign your new Offer, you will be withdrawn from your previous course of study.

I understand that if the request that I submit is incorrect or incomplete that my request will not be processed.

I understand the information stated above.

Student's Signature

Date