



## COURSE CHANGE FORM

### A. BIODATA

TRAINEE'S NAME:	
ADMISSION NUMBER:	
ID NUMBER:	
DEPARTMENT:	
COURSE:	
LEVEL:	
TERM:	
EXAMINATION BODY:	
DATE:	

### B. COURSE CHANGE DATA

1. Briefly explain the reason(s) why you would like to change your current course?

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2. Have you researched the program or department offering your new course of study??

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3. Have you considered the potential impact of changing courses on your academic progress, financial aid, and other commitments?

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4. Is there any action the college could take to address as part of your request to change courses?

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5. I would like to change courses from ..... in the department  
 ..... to the course  
 ..... in the  
 ..... department.



**MINISTRY OF EDUCATION  
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING  
MASINGA TECHNICAL AND VOCATIONAL COLLEGE**

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**C. DECLARATION**

I, ..... declare under penalty of perjury that the information provided in my change of course application is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in the denial of my request to change courses or other disciplinary action. I am of sound mind and capable of making this request to change courses of my own free will. I consent for my guardian (name) ..... be contacted with regards to this application.

Guardian’s phone number .....

Signature .....

Date: .....

**D. APPROVAL (FOR OFFICIAL USE ONLY)**

H.O.D (Releasing Department)	Signature: .....	Date: .....	Approved/Not: .....
H.O.D (Accepting Department)	Signature: .....	Date: .....	Approved/Not: .....
ACCOUNTANT:	Signature: .....	Date: .....	Approved/Not: .....
CAREER MASTER:	Signature: .....	Date: .....	Approved/Not: .....
REGISTRAR:	Signature: .....	Date: .....	Approved/Not: .....

Comments:.....  
.....  
.....

**A COPY OF THE COMPLETED APPLICATION SHALL BE RETAINED BY THE TRAINEE, HOD OF THE RELEASING AND ACCEPTING DEPARTMENTS, ACCOUNTANT AND AT THE REGISTRAR’S OFFICE. ANY CHANGE IN THE TERMS SHOULD BE COMMUNICATED TO THE COLLEGE IMMEDIATELY.**