

## REQUEST CHANGE IN STUDY MAJOR

Please complete the form & submit it to our Student Services Office

### SECTION A

Student's Name (as in NRIC / Student Pass):		Student ID No.:	
Course:	Study Mode: <input type="checkbox"/> F/T <input type="checkbox"/> P/T	Contact No.:	Email Address:

Requesting Change From			REQUESTING CHANGE TO	
Current Major:			Revised Major:	
Commencement Date:			Request Effective Date:	Commencement Date:
Unit/s Already Taken/Consumed: ↓	Valid for New Major? (Please ✓)	Passed Unit? (Please ✓)	Remaining/Additional Unit/s To Be Taken: ↓	Additional Unit? (Please ✓)
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

I understand that (a) this request will be considered solely on the basis of the information above, and that (b) I agreed to bear all consequences resulting from this change/request.

I understand the request is not automatically granted and/or processed, and it is my responsibility to follow up with SMA Institute on the status of the request. Please process this(my) request.

Student's Signature:

Date:

### FOR OFFICIAL USE ONLY

### SECTION B

Request Received & Verified By:  (Name & Signature)	Request Approved By:  (Name & Signature)	Fee Difference Calculated By:  (Name & Signature)
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### PAYMENT RECORD & CALCULATION

### SECTION C

#### Acknowledgement for Fee Difference

I hereby acknowledge the fee difference of S\$\_\_\_\_\_ resulting from my request for change and agreed to fulfill the outstanding financial obligation with SMA Institute of Higher Learning as per the payment notice.

Student's Signature:

Date:

Request Processed & Student Notified By:  (Name & Signature)	Remarks (if any):
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Please return this Form to the Student Services for filing when process is completed