

# Request for Change Program

## 1. Student Details

1 Name:	2. ID:
3. Intake Term:	4. Effective Term:
5 Mobile Number:	6. Email:
7. Campus: Rama 9 <input type="checkbox"/> Hua Hin <input type="checkbox"/>	8. Period: During Period <input type="checkbox"/> Late <input type="checkbox"/>

## 2. Current Program

1. Program Name:
2. Program Version (Year):

## 3. New Program

1. Program Name:
3. Program Version (Year):

## 4. Type of Change

<input type="checkbox"/> Same Program, New Version	<input type="checkbox"/> Other Program, Same Version	<input type="checkbox"/> Other Program, New Version
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## 5. Reason of Change

Reason for Change Program:
Reason for Late: (In case you request after period)

## 6. Student Acknowledgement

I acknowledge having fully informed myself about and agree that: (a) different fees may be applicable to the version of the new program, (b) some of the courses I have passed may not fulfill the study plan requirements of the new program, (c) that the total required credit for that program may be different from my old program, (d) and that I may lose my seat in classes I am already enrolled for. (e) All course substitution must be relevant to the program the student is enrolled in. Course substitutions will appear on the transcript.	
Student Signature:	Date of Submission:

## 7. Program Advisor/Head Approval

Current Program Advisor/Head:	New Program Advisor/Head:
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Please affix your physical or electronic signature and NOT the typed version of your name.

## Processed by Registrar

1. Fee code:	2. Fee per subject:
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Registrar Officer:
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## How to fill this form?

1. Student details should be filled by the student.
  1. Student's full name
  2. Student's ID number as shown on ID card
  3. Year and term of intake when the student joined the program: YYYY-T.
  4. Year and term when change of program is effective.
2. Current Program the student is studying; this information can be filled in by Academic Support.
  1. Official name of the program
  2. Program version is shown as a year YYYY
  3. Program code (as per Registrar database).
3. Program the student is wants to move to; this information can be filled in by Academic Support.
  1. Official name of the program
  2. Program version is shown as a year YYYY
  3. Program code (as per Registrar database).
4. Choose the option that applies by comparing current program and new program. Academic support can help in understanding the type of change. The impact of the change depends on the choice of the student. Changing to a new version will cause the student to pay the fees applicable to that new version. Changing program may cause a change of total credit or study requirements and some credit may not be transferrable.
5. If old advisor and new advisor are the same, one advisor signature is required.
6. Student must ask for information at academic support and/or registrar. Students keep lock price fees unless they move to a different campus or load (part-time to full-time).
7. Changes apply after the form is submitted to registrar
  1. New fee code (aka cost account);
  2. New price per subject;
8. All course substitution must be relevant to the program the student is enrolled in. Course substitutions will appear on the transcript.