

PROGRAM CHANGE REQUEST FORM

1. STUDENT DETAILS

- Full Name _____
- Student ID _____
- Current Program _____
- Current Year of Study _____
- Contact Number/Email _____

2. REQUESTED CHANGE

- New Program Requested _____
 - Note: Changes are only applicable to Business Administration, HRM, Accounting and Finance, and Project Management.
- Reason for Change _____

3. ELIGIBILITY CHECKLIST

- [] I am submitting this within the first month of my course start date.
- [] I am NOT a 2nd-year student who completed their 1st year at MBS.
- [] I am NOT switching from Business Admin/HRM to Accounting and Finance or Project Management in my 3rd year.
- [] (Free Degree Scheme only) I agree to inform the Ministry of Higher Education of this change.

4. TERMS AND CONDITIONS

- **Processing Time:** Requests are processed within 15 working days.
- **Case-by-Case Review:** All requests are subject to individual approval.
- **3rd Year Changes:** If approved for a 3rd-year change, I understand I must wait for MQA batch audit approval and may need to take a 6-month (1 semester) break.
- **Deferment:** If a break is required, I have attached the mandatory Deferment Form.

Student Signature: _____ Date _____

OFFICE USE ONLY

- **Date Received:** _____
- **1st Month Deadline Verified:** [] Yes [] No
- **MQA Audit Approval (3rd Year):** [] Approved [] N/A
- **Outcome:** [] Approved [] Denied

Authorized Signature: _____ Date _____

