

# 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 \_\_\_\_\_

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#### 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 \_\_\_\_\_

