

Requested course fast track details:

Course Code:

Course Title:

Unit Code:

Unit Title:

Unit Code:

Unit Title:

Unit Code:

Unit Title:

Unit Code:

Unit Title:

Modes of study allocated to course fast progression:

- Supplementary timetable (extra scheduled classes)
- Self directed study and set assignments extra to current scheduled classes
- RPL

Student declaration:

- I have read and fully understand that Melbourne College of Hair and Beauty can cancel my fast track timetable and or self directed study if it is determined that the study load is detrimental to my personal and academic wellbeing.
- I understand that completing this form does not guarantee that my request will be approved.
- I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing time of the application. I understand that the course delivery, timetable, training plan & duration maybe affected & the flexibility of the timetable may not be available. I also accept that amend or change Confirmation of Enrolment (COE) will incur a fee of \$100.

For international students: If approved MCOHB will report your deferral to Department of Home Affairs which may affect the status of your visa. If you require more information as to how this action may affect your visa status, contact the Department of Home Affairs.

Student signature:

Date of application:

Office use: N.B request MUST be approved by the Director of Studies or their delegate before education agent is notified and submission to the finance dept. for fee re-calculation.

Approved: YES NO

Director of Studies/delegate signature:

Date:

Printed Name:

Date request received:

Received by: **(MCOHB staff name)**

MCOHB staff member position:

Finance check and approval:

YES NO

Date:

Melbourne College of Hair and Beauty
Level 1, 1 Star Crescent, Docklands, VIC, Australia 30086
RTO No: 21943 — CRICOS: 02886G

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Finance staff member name:

Finance staff member position:

SMS updated YES NO

Date updated:

Admin officer Name:

Students' education agent notified: YES NO

If Yes: Date notified: Method education agent notified: Letter email