# MELBOURNE COLLEGE

## **Student Course Fast Progression Form**

### □ FEE FOR SERVICE STUDENT □ INTERNATIONAL STUDENT

N.B. This form is to be used when a student requests to fast track the progression of their current timetable and study programme.

#### **Please Note:**

All fields must be completed	Use Black or Blue pen only	r (no pencil)			
Use CAPITAL letters and print clearly	Sign and date this form before submitting				
Applicant Details					
Student ID:	Date of Birth:	USI No:			
Family Name (as per enrolment registration):					
Given Name (as per enrolment registration):					
Phone: mobile	phone:	student email:			
Has the course already been commence	ed?				
Current Course enrolment Details					
Course code:	Course title:				
Course start date:	Course finish date:				
What is/are the reason/s for the request					

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

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#### 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:		
			by the Director of Studies e dept. for fee re-calculati	-	efore education
Approved:	□ YES				
Director of St	udies/delegate	signature:		Date:	
Printed Name	9:				
Date request	received:		Received by: (MCOHB staff name)		
MCOHB staff	member posit	on:			
Finance chec	k and approva	:	□ YES		Date:
Melbourne College of Hair and Beauty Level 1, 1 Star Crescent, Docklands, VIC, Australia 30086					

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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:			S 🗆 NO		
If Yes: Date notified:	Date notified: Method educa		tion agent notified:	□ Letter	🛛 email

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