



To officially CHANGE your course of study to ANOTHER COURSE, you must see the Student Services Officer or the Academic Manager. Please complete Part A, then arrange an appointment through Reception.

Part A - to be completed by Student
Student Number _____

Family Name _____ Other Names _____

Nairobi Address - please confirm details on AUSI database are correct: Yes [checkbox] No [checkbox]

Phone Number: _____ Email: _____

Current Course: _____

Change Course to: _____

If you are a minor, have your parents advised AUSI in writing? Yes [checkbox] No [checkbox]

Do you give permission for AUSI to discuss Course Change with parents? Yes [checkbox] No [checkbox]

Student Signature _____ Date _____

ADDITIONAL NOTES

***** OFFICE USE ONLY: *****

Enrolment Variation Form attached (if applicable) [checkbox]

Part C - to be completed by Accountant (Finance)
Fees checked [checkbox]

Part D - to be completed by Student Records Officer
Database amended [checkbox] Lecturers notified (if applicable) [checkbox]

Part E - to be completed by Admissions
Letter of Offer (if needed) [checkbox] Cancel current COE [checkbox]
Fees paid [checkbox] Issue new COE [checkbox]

SIGNED: Academic Manager Accounts Student Records Admissions
DATE: / / / /