

## Complete this form to exit a Bachelor degree course with an Associate Degree

### Associate Degrees

An Associate Degree is nested within the associated Bachelor degree. Generally, the Associate Degree is identical to the first two years of the associated Bachelor degree, however, some courses have special pathways in the second year for the Associate Degree. You should discuss your intention to exit with an Associate Degree with the Head of Program and/or Course Coordinator, at the earliest opportunity, to ensure that you will meet the requirements for completion of the course. The Associate Degree will only be awarded if you have successfully completed all course requirements. This includes granting of Skills Recognition and/or Transfers. If your application is unsuccessful you will be notified by the teaching department.

### Exiting from the Bachelor degree

Accepting the Associate Degree as an exit point means that you are discontinuing your enrolment in the Bachelor degree. You will no longer be enrolled in the Bachelor degree and cannot continue your studies in that course. If you wish to extend your studies to Bachelor level in the future, you will be required to apply for admission in accordance with Melbourne Polytechnic's higher education application policy and procedure.

**Complete all details in Sections 1, 2 and 3. Submit completed form to your Course Administration office. Clearly PRINT your legal name as it appeared on your enrolment form and is required on your testamur.**

### SECTION 1: PERSONAL DETAILS

Melbourne Polytechnic Student Number	<input type="text"/>	Date of Birth	<input type="text"/>
Legal Family Name	<input type="text"/>		
Legal Given Names	<input type="text"/>	<input type="text"/>	
Home Phone	<input type="text"/>	Mobile Phone	<input type="text"/>
		Work Phone	<input type="text"/>

**PLEASE NOTE:** If you have changed your mailing address since enrolling, go to [melbournepolytechnic.edu.au/future-students/forms/](http://melbournepolytechnic.edu.au/future-students/forms/) and print an *Amendment to Personal Details* form. Return the completed form to a Melbourne Polytechnic Information Centre as soon as possible.

### SECTION 2: COURSE DETAILS

Melbourne Polytechnic COURSE CODE	<input type="text"/>	Year course COMMENCED	<input type="text"/>
Name of Bachelor degree in which enrolled:	<input type="text"/>		
Name of Associate Degree for graduation:	<input type="text"/>		

### SECTION 3: DECLARATION

I apply to exit my current enrolment in the Bachelor degree with the award of Associate Degree, as shown above. I understand this will terminate my enrolment in the Bachelor degree.

Student Signature:

### Office use only

*This form is to be used in accordance with the HE Eligibility for an Award Procedure and must be submitted to the relevant bodies as an attachment to the HE Eligibility for an Award Report.*

Application **APPROVED** (please tick)

Reason: \_\_\_\_\_

or

Application **NOT APPROVED** (please tick)

I certify that the applicant has fulfilled the requirements for the course.

Head of Department/Program: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Application received by Completions Officer: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_