



PROCEDURE

1. Make an appointment with the Convenor of your Instrument area to discuss the reason for your change of teacher request and to submit this form for consideration.
2. You will be advised by Melbourne Conservatorium of Music administration of the outcome of your request.
3. If possible and appropriate, you are encouraged to discuss this request with your current teacher prior to seeing the Convenor of your Instrument area.

Student ID: _____ Course Name: _____

Given Name: _____ Family Name: _____

Instrument: _____

Practical Subject Enrolment: _____

Present Teacher's Name: _____

Proposed Teacher's Name: _____

Student's Signature: _____ **Date:** _____

OFFICE USE ONLY

APPROVED / DECLINED (Please circle)

Name: _____ Sign: _____ Date: _____

Convenor of Instrument area comments:

[The Convenor of Instrument area should pass this form to Melbourne Conservatorium of Music front office]

ISIS/ AMICUS updated by: _____ Date: _____

Student/Teacher notifications sent by: _____ Date: _____