



Student Request to change Study Load Form

(This form MUST be used before permitting a study load change)

SF STUDENT

FEE FOR SERVICE STUDENT

INTERNATIONAL STUDENT

Student Details

Student ID:

Family Name:

Given Name:

Course Details

Course Code: Course Name:

Current study load:

Full time Part time Extra Time table

The study load you wish to change to:

Full time Part time Extra Time table

Please state the reason(s) you want to change study load:

Preferred timetable (*)

(*) Your preferred timetable may not be available, but we will take your preference into consideration where possible

MTW

WTF

FSS

Student Declaration

I confirm that it is my request to change my study load. I also understand that by changing my study load my current time table and course delivery will be affected. I also understand that I am required to register for a new time table and will receive a revised training plan. If I have chosen an extra time table I confirm I have been notified by the College about the possibility of over exhaustion. I agree to studying more hours than required.

Student Signature:

Date:

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OR OFFICE USE

Date of submission: Student Support Officer Signature:

Approval:

Operations Approval Date:

Finance Approval Date:

(Finance approval is only applicable to Extra time table selection)

Comments:
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Action Items - Please tick:

- | | |
|---|----------------|
| Revised Training Plan provided to student | Update VETtrak |
| Updated COE | Notify Trainer |