

Student Request to change Timetable Form

SKILLS FIRST STUDENT FEE FOR SERVICE STUDENT INTERNATIONAL STUDENT

Student Details

Student ID: Student Full Name:

Course Details

Course Code: Course Name:

Current timetable:

Weekday [Mon-Tue-Wed(1/2day)] Weekday[Wed(1/2day)-Thu-Fri] Weekend [Fri(1/2day)-Sat-Sun]

The timetable you wish to change to:

Weekday [Mon-Tue-Wed(1/2day)] Weekday [Wed(1/2day)-Thu-Fri] Weekend [Fri(1/2day)-Sat-Sun]

Why are you making this request? *(Please write in your own words):*

Student Declaration

I confirm that it is my request to change my timetable. I understand that this will affect my training plan and I will receive a revised training plan once this request is approved.

Student Signature:

Date:

Student Request to change Timetable Form

FOR OFFICE USE

Date of submission: Submitted to: Signature:

Finance check: Finance staff: Signature:

Comment:

Approval:

Request approved: Yes No

Approving Officer's name: Position:

Approving Officer's signature: Date:

Comment:

Student Notification:

The student must visit Student Support Department to receive a revised training plan and confirmation of timetable change before attending classes of new timetable. Student Support Officer must inform student the below information:

Last day of current timetable: First day of new timetable :

Please tick:

Revised Training Plan provided to student Update SMS

Trainer Notification:

Head Trainer/Trainer notified : Yes No Date:

Student Support Officer name: Student Support Officer Signature:

Date:

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