



CHANGE OF CLASS TIMETABLE REQUEST FORM

IMPORTANT INFORMATION:

- The first transfer is FREE, additional transfers will incur \$60/transfer.
- The request can only be approved if there are seats available in the proposed class and the student satisfies the appropriate academic level that has been assessed by the Course Coordinator.
- This form must be submitted by the end of the second week of the current term.
- Do **NOT** start attending the proposed class until your request is approved by the Course Coordinator.
- Students are permitted to make only one request per term.
- Please return this form to LRHI Reception .
- If approved, the changes to your class timetable will be effective from the following week (Monday) of the approval. The outcome of your request will be informed either via email or over the phone within 3 working days.

STUDENT DETAILS:

Course Name:		Student ID:	
First Name:		Family Name:	
Contact Number:		Email Address:	

NEW TIMETABLE REQUEST:

Please indicate the class timetable change you wish to make and detail your reason(s) for this request. Your application cannot be considered unless you provide this information.

**Note that different shifts have different tuition fees.*

Current Class:	Shift: <input type="radio"/> Morning (Mon – Fri: 8.30 – 12.30) <input type="radio"/> Afternoon (Mon – Fri: 12.35-16.35) <input type="radio"/> Evening (Mon – Thu: 16.40-21.40)	Proposed Class:	Shift: <input type="radio"/> Morning (Mon – Fri: 8.30 – 12.30) <input type="radio"/> Afternoon (Mon – Fri: 12.35-16.35) <input type="radio"/> Evening (Mon – Thu: 16.40-21.40)
Reason(s):			

(Attach a separate page if there is insufficient space.)

Student Signature: _____ Date: ____/____/____

OFFICE USE ONLY			
Decision:	<input type="radio"/> Approved <input type="radio"/> Approved with Conditions <input type="radio"/> Not Approved		
Comments / Conditions:			
Course Coordinator Name:			
Course Coordinator Signature:		Date:	/ /