



Change of Class Time

*This form needs to be submitted by 6pm Tuesday the week before you intend to change class times.

*There is no guarantee you will be able to change your class time, and on some occasions your name will be put on a waiting list. If you want to change your class time **priority will be given to students with a job.**

*Check the notice board or the Web Portal on Friday to see if your class time has been changed.

--There is a **\$50 administrative fee** to change from evening to day class. There may be additional fees depending on the price you paid for your original course.--

Today's Date: _____

Student's Name: _____

Student's ID no: _____

Class Now: _____

Section A: Preferred Class Time:

- 830am – 230pm
- 9am – 3pm
- 4pm – 830pm

Section B – Complete ALL this section if you do have a job.

Name of manager: _____

Company name: _____

Australian business number (ABN): _____

Company phone no (not mobile): _____

Work start time: _____ Work finish time: _____

Section C - Complete this section if you don't have a job.

Reason for class time or teacher change:

Office Use Only				
SS:	Date:	Initial:		
ED:	Date:	Initial:	Approved / Declined	
AD:	Date:	Initial:	Paid: Yes/No	Attach Receipt:
ED:	Date:	Initial:		