

# CHANGE OF CLASS TIMETABLE REQUEST FORM

## IMPORTANT INFORMATION:

- For class change from Evening to Day or Day to Evening, \$100 fee applies for each class change. The fee difference of day and evening courses may apply;
- The class change is subject to approval by college administration with completed full payment of the applicable fees, student cannot attend proposed class without receiving an email approval from college administration;
- The completed form must be submitted 1 week before the proposed date of class change;
- Please return the completed form to YEC Student Service staff at Reception.
- The outcome of your request will be informed either via email 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 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 class shifts (eg. Evening or day Shifts) may have different tuition fees.*

Current Class:	<input type="radio"/> Morning (Mon – Fri: 8.30 – 12.30) <input type="radio"/> Evening (Mon – Fri: 17.00-21.00)	Proposed Class:	<input type="radio"/> Morning (Mon – Fri: 8.30 – 12.30) <input type="radio"/> Evening (Mon – Fri: 17.00-21.00)
Change from:	_____ / _____ 20 ____		
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:	/  /