

Timetable Change Request Form

To request a timetable change, students must submit this form to Think: Student Services. Students should continue to attend their current timetabled classes until they are notified of the outcome of their request by Think: Student Services. Sufficient document supporting your case must be provided.

Requests to change timetables will only be approved by the Head of College (or delegated nominee) for exceptional circumstances. This does not include work commitments or transport issues (unless they are extreme).

See the *Admissions and Enrolment Policy and Procedure* for details.

PERSONAL DETAILS			
Family Name		Other Names	
Student number		Think: College	
COURSE INFORMATION			
Course name		Course intake	
Course code		Intake group	
OPTION 1: REQUEST GROUP CHANGE (affects all classes)			
Current group		New group	
OPTION 2: REQUEST CLASS CHANGE (affects specific classes)			
Subject code		Subject name	
Class date		Class time	
Lecturer			
Subject code		Subject name	
Class date		Class time	
Lecturer			
Subject code		Subject name	
Class date		Class time	
Lecturer			
Subject code		Subject name	
Class date		Class time	
Lecturer			
REASONS FOR APPLICATION You must attach documents supporting your case			
LODGING FORM			
Submit your completed form to Think: Student Services at your campus.			
OFFICIAL USE ONLY			
Date received:		Received by:	
Approved by:		Changed (date):	
Declined by:		Date:	