

CLASS CHANGE FORM

CHOOSE YOUR COLLEGE: Melbourne Metropolitan College Langford English College

Note:

- All class changes (if approved) can only take place at the start of the week.
- You are required to attend your classes according to your current timetable until we have approved your request.

Student details

Name			
Student ID		Email	

Class schedule details

VET	Your current class timetable	_____		
	Class timetable you are requesting to change to	_____		
Reason for Request to change class				
Student signature			Date	/ /

For office use only

Received By			Date	/ /
Approval Granted?	<input type="checkbox"/> Yes	OR	<input type="checkbox"/> No	
	<input type="checkbox"/> Student Notified		<input type="checkbox"/> Student Notified	
	<input type="checkbox"/> Timetable Changed			
Staff Signature			Date	/ /