

## CHANGE OF CLASS TIMETABLE REQUEST FORM

### IMPORTANT INFORMATION:

- 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 Reception, Abbey College.
- 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.

1 - PERSONAL DETAILS			
Student ID:			
Full Name:			
Current Address:			
Course Enrolled:			
Contact Number:		Email:	

2 - 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.			
Current Class			
Change effective from	Group	/ Shift	Proposed Class: Group / Shift
Reason			

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

Student Signature:		Date:	
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### OFFICE USE

<input type="checkbox"/> APPROVED		<input type="checkbox"/> NOT APPROVED	
<input type="checkbox"/> Change timetable in Student Management System		<input type="checkbox"/> Provide a refusal letter	
<input type="checkbox"/> Notify Student			
Staff Signature:		Date:	