

Change of Class/Shift Request Form - International Students

This form is to be completed by international students who wish to change their class/ shift. The change of class will be approved based on the availability.

Student details

Student Name:		Student ID:	
Address:			
Contact No.:		Email:	

Current Course & Shift Details

Course Name			
Course Start Date:		Course End Date:	
Shift			
Trainer/Assessor			

Proposed Course & Shift Details

Course Name			
Course Start Date:		Course End Date:	
Shift			
Trainer/Assessor			

Reason for Change of Class/Shift Request

	I have read and understood the Victorian Institute of Education's policy and terms and conditions.		
Student Signature		Date	

Office Use Only

Change of Class/Shift Request		Approved	Not Approved
Checklists	Notified Student	SMS updated	
Comments:			
Approved/Rejected By:			
Staff Name:		Position:	
Signature:		Date:	